



Cabinet Agenda

Date: **Wednesday 24 January 2024**

Time: **6.30 pm**

Venue: **The Auditorium - Harrow Council Hub,
Kenmore Avenue, Harrow, HA3 8LU**

Membership:

Chair: Councillor Paul Osborn (Leader of the Council) and
Portfolio Holder for Strategy

Portfolio Holders:	Portfolio:
Councillor Marilyn Ashton	Deputy Leader of the Council and Portfolio Holder for Planning & Regeneration
Councillor David Ashton	Finance & Human Resources
Councillor Stephen Greek	Performance, Communications & Customer Experience
Councillor Hitesh Karia	Children's Services
Councillor Jean Lammiman	Community & Culture
Councillor Mina Parmar	Housing
Councillor Anjana Patel	Highways, Infrastructure and Community Safety
Councillor Pritesh Patel	Adult Services & Public Health
Councillor Norman Stevenson	Business, Employment & Property

Non-Executive Members:	Role:
Councillor Thaya Idaikkadar	Non-Executive Cabinet Member
Councillor Kanti Rabadia	Non-Executive Cabinet Member
John Higgins	Non-Executive Voluntary Sector Representative Harrow Youth Parliament Representative

Quorum 3, including the Leader and/or Deputy Leader)

Contact: Andrew Seaman, Senior Democratic & Electoral Services Officer
Tel: 07928 512790 E-mail: andrew.seaman5@harrow.gov.uk

Scan this code for the electronic agenda:



Useful Information

Joining the Meeting virtually

The meeting is open to the public and can be viewed online at [London Borough of Harrow webcasts](#)

Attending the Meeting in person

Directions by car:

Go along Kenmore Avenue and head towards the Kenton Recreation Ground. When approaching the end of the Kenmore Avenue turn right before reaching the Kadwa Patidar Centre.

The venue is accessible to people with special needs. If you have specific requirements, please contact the officer listed on the front page of this agenda.

You will be admitted on a first-come-first basis and directed to seats.

Please:

- (1) Stay seated.
- (2) Access the meeting agenda online at [Browse meetings - Cabinet](#)
- (3) Put mobile devices on silent.
- (4) Follow instructions of the Security Officers.
- (5) Advise Security on your arrival if you are a registered speaker.

Filming / recording

This meeting may be recorded or filmed, and if you choose to attend, you will be deemed to have consented to this. Any recording may be published on the Council website.

Agenda publication date: Tuesday 16 January 2024

Agenda - Part I

1. Apologies for Absence

To receive apologies for absence (if any).

2. Declarations of Interest

To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from all Members present.

3. Petitions

To receive any petitions submitted by members of the public or Councillors.

4. Public Questions

To note any public questions received.

Questions will be asked in the order in which they were received. There will be a time limit of 15 minutes for the asking and answering of public questions.

[The deadline for receipt of public questions is 3.00 pm, Friday 19 January 2024. Questions should be sent to publicquestions@harrow.gov.uk No person may submit more than one question].

5. Councillor Questions

To receive any Councillor questions.

Questions will be asked in the order agreed with the relevant Group Leader by the deadline for submission and there be a time limit of 15 minutes.

[The deadline for receipt of Councillor questions is 3.00 pm, Friday 19 January 2024].

6. Key Decision Schedule January 2024 - March 2024 (Pages 7 - 16)

7. Progress on Scrutiny Projects (Pages 17 - 18)

For consideration

Place

KEY 8. Harrow Strategic Development Partnership (HSDP) – Approval of Overarching Business Plan and Phase Business Plans for Poets Corner (Phase 1) and Byron Quarter (Phase 1). (To Follow)

Report of the Corporate Director of Place.

9. Managing potholes within the Borough (To Follow)

Report of the Corporate Director for Place.

Resources and Commercial

10. Strategic Performance Report Q2 2023-24 (Pages 19 - 54)

Report of the Managing Director

KEY 11. Housing Revenue Account Budget 2024-25 & Medium-Term Financial Strategy 2025-26 to 2026-27, HRA Capital Programme 2024-25 to 2028-29 and 30 year HRA Business Plan (Pages 55 - 88)

Report of the Corporate Director of Place, Interim Director of Finance and Director of Housing.

KEY 12. Calculation of Business Rates Tax Base for 2024-2025 (Pages 89 - 124)

Report of the Interim Director of Finance & Assurance.

KEY 13. Fees and Charges 2024/25 (Pages 125 - 206)

Report of the Interim Director of Finance and Assurance.

KEY 14. Procurement of a Software licence, Support and maintenance for revenue and benefits software applications. (Pages 207 - 214)

Report of the Interim Director of Finance & Assurance

15. Timetable for the Development of the Council's Policy Framework (Pages 215 - 222)

Report of the Interim Director of Legal and Governance Services

16. Any Other Urgent Business

Which cannot otherwise be dealt with.

17. Exclusion of the Press and Public

To resolve that the press and public be excluded from the meeting for the following item of business for the reasons stated.

Agenda Item No	Title	Description of Exempt Information
8	Harrow Strategic Development Partnership (HSDP) – Approval of Overarching Business Plan and Phase Business Plans for Poets Corner (Phase 1) and Byron Quarter (Phase 1): Appendix 1b (to follow) Appendix 2b (to follow) Appendix 3b (to follow) Appendix 6 (to follow) Appendix 7 (to follow)	Information under paragraph 3 and 5 of Part I of Schedule 12A to the Local Government Act 1972, relating to the financial or business affairs of any particular person (including the authority holding that information). And information relating to the financial or business affairs of the Council and other parties
14	Procurement of a Software licence, Support and maintenance for revenue and benefits software applications. – Appendix 1.	Information under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, relating to the financial or business affairs of any particular person (including the authority holding that information).

Agenda - Part II

18. Harrow Strategic Development Partnership (HSDP) – Approval of Overarching Business Plan and Phase Business Plans for Poets Corner (Phase 1) and Byron Quarter (Phase 1). (To Follow)

Confidential appendices 1b, 2b, 3b, 6 and 7 to the report of the Corporate Director of Place.

19. Procurement of a Software licence, Support and maintenance for revenue and benefits software applications. (Pages 223 - 232)

Confidential Appendix 1 to the report of the Interim Director of Finance and Assurance.

Data Protection Act Notice

The Council will record the meeting and will place the recording on the Council's website.

[**Note:** The questions and answers will not be reproduced in the minutes.]

Deadline for questions	3.00 pm on Friday 19 January 2024
Publication of decisions	Thursday, 25 January 2024
Deadline for Call in	5.00 pm on Thursday 01 February 2024
Decisions implemented if not Called in	Friday 02 February 2024

London Borough of Harrow

Key Decision Schedule (January 2024 - March 2024)

January 2024

This is a list of Key Decisions which the Authority proposes to take at the above Cabinet meeting. The Cabinet agenda containing all the reports being considered will be published 5 clear days before the meeting.

↘ **A Key Decision is one which is likely to:**

- (i) result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to its budget for the service or function to which the decision relates. A decision is significant if it involves expenditure or the making of savings of an amount in excess of £1m of capital or £500,000 of revenue or where savings or expenditure are less than these amounts but they constitute more than 50% of the budget attributable to the service in question; or
- (ii) be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough.

Decisions which the Cabinet intends to make in private

The Cabinet may meet in private to consider reports which contain confidential information. A private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers. This Schedule also contains non-Key Decisions which involve Cabinet meeting in private. Any person can make representations to the Cabinet if they believe the decision should instead be made in the public Cabinet meeting by emailing democratic.services@harrow.gov.uk.

The membership of the Cabinet is:

[Councillor Paul Osborn](#) (Leader), (Strategy)

[Councillor Marilyn Ashton](#) (Deputy Leader, Planning & Regeneration)

[Councillor David Ashton](#) (Finance & Human Resources)

[Councillor Stephen Greek](#) (Performance, Communications & Customer Experience)

[Councillor Hitesh Karia](#) (Children's Services)

[Councillor Jean Lammiman](#) (Community & Culture)

[Councillor Mina Parmar](#) (Housing)

[Councillor Anjana Patel](#) (Highways, Infrastructure and Community Safety)

[Councillor Pritesh Patel](#) (Adult Services & Public Health)

[Councillor Norman Stevenson](#) (Business, Employment & Property)

Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
JANUARY				
Calculation of Business Rates Tax Base for 2024-2025	To approve the Council's Business Rates Retention amount for 2024-25.	Councillor David Ashton Sharon Daniels, Interim Director of Finance & Assurance (S151 Officer) sharon.daniels@harrow.gov.uk	Open	
Housing Revenue Account Budget 2024-25 & Medium-Term Financial Strategy 2025-26 to 2026-27, HRA Capital Programme 2024-25 to 2028-29 and 30 year HRA Business Plan	To make recommendations to Council to approve: <ul style="list-style-type: none"> • the HRA Budget for 2024-25; • HRA capital programme 2024-25 to 2028-29; • rents, service and facility charges for HRA social rented properties community halls, garages and water charges for 2024-25 and • The HRA Business plan 	Councillor David Ashton; Councillor Mina Parmar Comie Campbell - Interim Finance Business Partner comie.campbell@harrow.gov.uk	Open	List of fees and charges to be considered for increase, summary budgets for MTFS – 3 years, Capital Programme 5 years and HRA Business Plan 30 years

Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
Harrow Strategic Development Partnership (HSDP) – Approval of Overarching Business Plan and Phase Business Plans for Poets Corner (Phase 1) and Byron Quarter (Phase 1).	<p>To approve the HSDP Overarching Business Plan, to approve the Byron Quarter Phase Business Plan and to approve the Poets Phase Business Plan subject to the incorporation of the agreed changes.</p> <p>To delegate the authority to Corporate Director of Place in consultation with Portfolio Holder for Regeneration and Planning to approve the final form of the Poets Phase Business Plan following incorporation of the agreed changes.</p>	<p>Cllr Marilyn Ashton Cllr David Ashton</p> <p>Dipti Patel, Corporate Director Place dipti.patel@harrow.gov.uk</p>	Part exempt	
Fees and Charges 2024/25	To agree the Fees and Charges to be implemented from April 2024 for the 2024/25 Financial Year.	<p>Cllr David Ashton</p> <p>Jessie Man – Interim Head of Strategic & Technical Finance</p> <p>jessie.man@harrow.gov.uk</p>	Open	

Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
Procurement of a Software licence, Support and maintenance for revenue and benefits software applications.	To authorise the procurement of a license, software and support and maintenance contract for the administration of local taxation and Housing Benefits.	Cllr David Ashton Fern Silverio, Head of Service, Collections & Benefits fernando.silverio@harrow.gov.uk	Open	
FEBRUARY				
Revenue & Capital Budget Monitoring Report Q3 2023-24	<ol style="list-style-type: none"> 1. To note the Revenue & Capital Budget for 2023-24 2. To approve amendments to the Capital Programme if applicable 	Cllr David Ashton Sharon Daniels, Interim Director of Finance & Assurance (S151 Officer) Usha Chauhan – Service Accountant Usha.Chauhant@harrow.gov.uk	Open	

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Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
Final Revenue Budget 2024/25 and Medium Term Financial Strategy to 2026/27	<ol style="list-style-type: none"> 1. To approve the Final Budget for 2024/25 and MTFs to 2026/27 and recommend to Full Council. 2. To approve the Council Tax for 2024/25 and recommend to Full Council. 	<p>Cllr David Ashton Cllr David Ashton</p> <p>Sharon Daniels, Interim Director of Finance & Assurance (S151 Officer)</p> <p>Sharon.Daniels@harrow.gov.uk</p>	Open	
Final Capital Programme 2024/25 to 2026/27	To agree the Final Capital Programme 2024/25 to 2026/27 and recommend the Capital Programme to Council.	<p>Cllr David Ashton</p> <p>Sharon Daniels, Interim Director of Finance & Assurance (S151 Officer) Jessie Man – Interim Head of Strategic & Technical Finance Jessie.man@harrow.gov.uk</p> <p>Jessie Man – Interim Head of Strategic & Technical Finance Jessie.man@harrow.gov.uk</p>	Open	

Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
Authority to Dispose of Assets	Decision to delegate approval of a forthcoming disposal with a value of over £250,000 to the Corporate Director, Place, pursuant to Section F6 within the Scheme of Approval and Delegation for Financial Transactions.	Cllr Norman Stevenson Dipti Patel, Corporate Director Place dipti.patel@harrow.gov.uk	Part exempt	
Treasury Management Strategy Statement including Annual Investment Strategy for 2024/25 and Capital Strategy for 2024/25	To approve the report and recommend to Council that the Treasury Management Strategy Statement for 2024/25 be approved including: <ul style="list-style-type: none"> • Prudential Indicators for 2024/25; • Minimum Revenue Provision Policy Statement for 2024/25; • Annual Investment Strategy for 2024/25. • Capital Strategy for 2024/25 	Cllr David Ashton Sharon Daniels, Interim Director of Finance & Assurance (S151 Officer) Sharon.Daniels@harrow.gov.uk	Open	

Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
New Harrow Local Plan - approval to consult (Regulation 18 version)	<p>Cabinet to agree to consult on the draft (Regulation 18 version) of the new Harrow Local Plan.</p> <p>Delegated authority to be given to the Chief Planning Officer to enable finalisation of the document, following consultation with the Portfolio Holder for Planning and Regeneration.</p>	<p>Cllr Marilyn Ashton</p> <p>Emma Talbot, Director of Regeneration Programme and Sustainable Development emma.talbot@harrow.gov.uk</p>	Open	
MARCH				
Harrow Indoor and Outdoor Sports Facilities Strategy, 2023-2037	To seek approval for the adoption of the new Harrow Indoor and Outdoor Sports Facilities Strategy, 2023-2037.	<p>Cllr Jean Lammiman</p> <p>Tim Bryan tim.bryan@harrow.gov.uk</p>	Open	
Procurement of Revenues and Benefits Resilience Support	To authorise the procurement of a contract for Revenues and Benefits resilience support with a value range between £5m to £8m over 5 years.	<p>Cllr David Ashton</p> <p>Fern Silverio, Head of Service, Collections & Benefits fernando.silverio@harrow.gov.uk</p>	Open	

Subject	Nature of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
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PROGRESS ON SCRUTINY PROJECTS

Review	Methodology	Type of report	Expected date for report to Cabinet	Comments
<p>North West London Joint Overview & Scrutiny Committee (JHOSC)</p>	<p>Joint Committee</p>	<p>Update reports provided to Health & Social Care sub committee (for information)</p>	<p>As required</p>	<p>The North West London (NWL) JHOSC last met on 5th December 2023. Key agenda items included the Integrated Care System (ICS) Workforce Strategy; NWL Winter Resilience Plans; NWL Elective Orthopaedic Centre update and an ICS Update. Among other points raised, Harrow suggested that NWL NHS engages with Harrow’s Estates team in relation to the work on the NWL NHS Estates Strategy to ensure alignment on outputs and resident needs. Harrow also requested for monitoring reports to be brought back to the committee for the new Elective Orthopaedic Centre against set targets for improved productivity, quality, and efficiency.</p> <p>The next JHOSC meeting is on 14th March 2024.</p> <p>There are regular update reports on the JHOSC to Harrow’s Health and Social Care Scrutiny Sub-Committee so that there is a formal feedback loop between regional and local health scrutiny. Councillor Chetna Halai, chair of Health Sub, is Harrow’s member on the JHOSC.</p>

Contact: Nahreen Matlib, Senior Policy Officer

Email: nahreen.matlib@harrow.gov.uk

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Report for: Cabinet

Date of Meeting:	24 January 2024
Subject:	Strategic Performance Report Q2 2023-24
Key Decision:	No
Responsible Officer:	Alex Dewsnap, Managing Director
Portfolio Holder:	Cllr Stephen Greek, Portfolio Holder for Performance, Communications and Customer Experience
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All wards
Enclosures:	Appendix 1 – Strategic Performance Report Appendix 2 – Corporate Scorecard

Section 1 – Summary and Recommendations

This report summarises Council and service performance for Quarter 2 against key measures and draws attention to areas requiring action.

Recommendations:

That

1. Portfolio Holders continue to work with officers to achieve improvement against identified key challenges (Appendix 1)
2. the report be noted and any changes be identified for future reports.

Reason: (for recommendations)

To enable Cabinet to be informed of performance against key measures and to identify and assign corrective action where necessary.

Section 2 – Report

Introductory paragraph

Appendix 1 to this report addresses performance against the objectives and Flagship Actions in the Council's corporate plan 'Restoring Pride in Harrow', arranged by the three priorities:

- A council that puts residents first
- A borough that is clean and safe
- A place where those in need are supported.

Options considered.

Whilst there is no legal requirement to formally report performance data, Cabinet's terms of reference in the Constitution include overseeing strategic performance issues on a quarterly basis and it is considered best practice to provide a public report and have a public debate on performance. As such it is recommended to have formal, public reporting of performance to Cabinet.

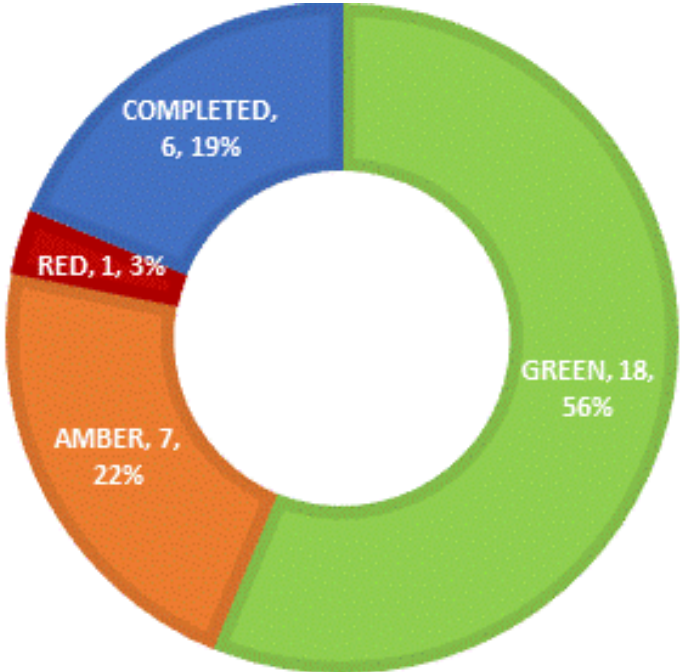
Summary of Performance

Note that the status of both Flagship Actions and performance indicators is reported and summarised here as at the end of Q2, 30th September 2023. The status of some of these will have changed in the monthly monitoring since the end of Q2. For Cabinet Reporting, the quarterly position is shown, noting that there is ongoing monitoring which will be reflected in the next quarterly report.

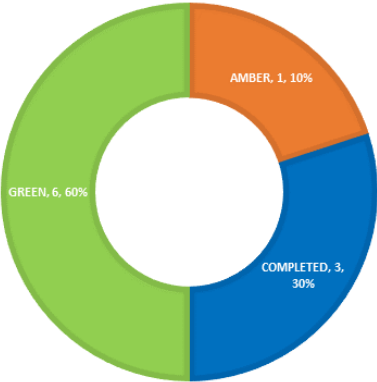
Overall Performance at end of Quarter 2, September 30th 2023:

All Flagship Actions (FA)

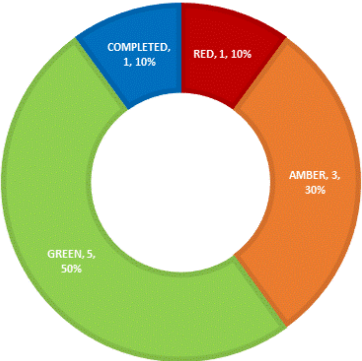
*(note total is more than the original 24 FAs as some actions are split for reporting purposes)



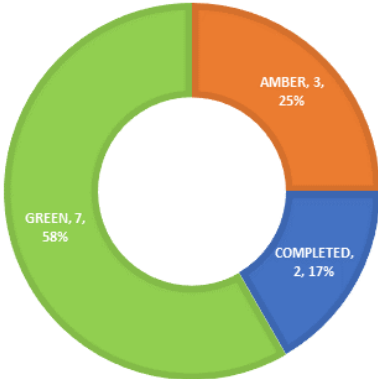
FA - Residents First



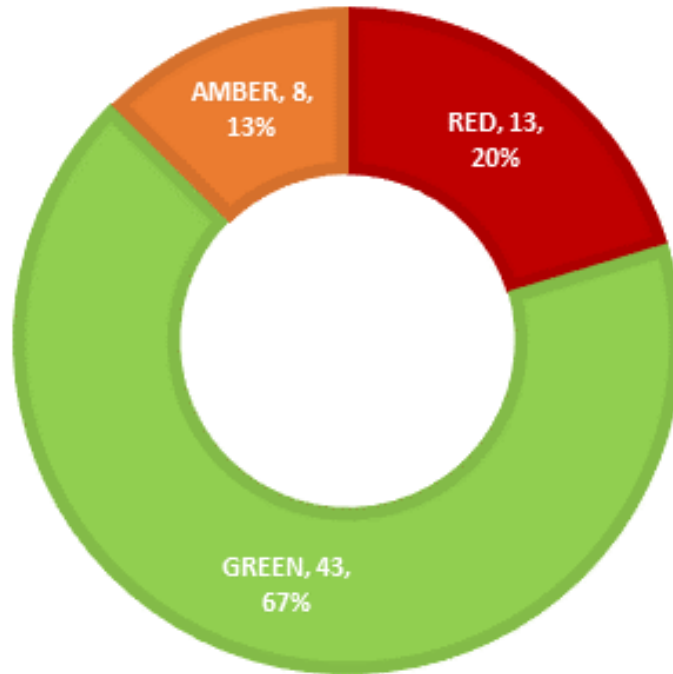
FA - Clean & Safe



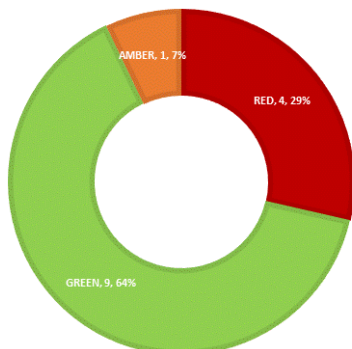
FA - Supporting those in Need



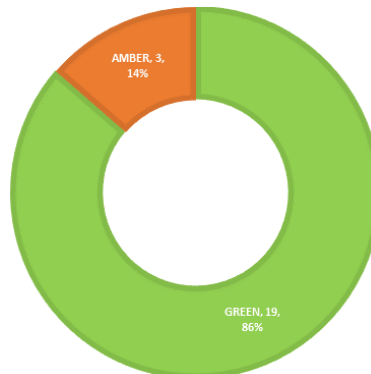
All Performance Indicators (PI)



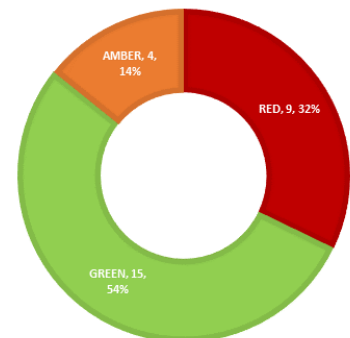
PI - Residents First



PI - Clean & Safe



PI - Supporting those in Need



More detail on Q2

performance and Flagship Actions can be found in the appendices, along with a key to RAG (Red-Amber-Green) ratings.

Ward Councillors' comments

Not applicable

Performance Issues

The report deals in detail with performance issues.

Data Protection Implications

Personal data is protected when reporting performance through aggregation of data, anonymisation and suppression of low numbers that might enable individuals to be identified.

Risk Management Implications

The risks arising from the Performance Report will be measured through the Council's Corporate and Directorate level Risk Registers.

Risks included on corporate or directorate risk registers?

Yes

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarized below.

N/A

The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Corporate performance information is not reported in a timely manner and this may prevent remedial action being taken promptly (where appropriate) in key areas	<ul style="list-style-type: none">• Performance scorecards exist at service and Directorate level which include all the indicators in the Corporate Scorecard• Managers receive real time data in critical areas e.g, outstanding assessments• Service and Directorate level scorecards are considered in performance sessions with managers that occur soon after the period end – when the data becomes available, usually monthly.• Information is available quickly and action is taken to address performance issues as they arise.	Green

Procurement Implications

None

Legal Implications

The Council has a duty under s.3 of the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. Draft guidance on compliance with this duty was published for consultation over the summer 2023. Whilst still in draft, the contents set out the Government's expectations in terms of compliance.

The draft guidance refers to the role of the Office of Local Government whose objective is to increase transparency of performance in the local government sector. The guidance contains details on the characteristics of a well-functioning authority, which includes frequent monitoring, performance

reporting and updating of the corporate and improvement plans, ensuring that plans are evidence based, current, realistic and enable performance to be measured, there should be alignment with the financial strategy, actual outcomes should be measured effectively and frequently interrogated, performance should be regularly reported to the public to ensure citizens are informed of the quality of services being delivered and there should be opportunities for resident and partner engagement in developing, monitoring and managing performance.

Financial Implications

There are no financial implications arising from this report.

Equalities implications / Public Sector Equality Duty

S.149 of the Equality Act 2010 requires public bodies to have due regard to the need to eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited, advance equality of opportunity and foster good relations between persons who share a protected characteristic and those who do not. This requires the Council to collect, monitor and manage equality data and consider the impact of its decisions on different parts of the community. The Council should consider its equality duties in all aspects of its decision-making and has specific duties to publish equality objectives and information to demonstrate compliance with the s.149 duty.

Council Priorities

The performance report is arranged according to the 3 council priorities:

1. A council that puts residents first
2. A borough that is clean and safe
3. A place where those in need are supported.

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed off by the Chief Financial Officer

Date: 20 December 2023

Statutory Officer: Sarah Wilson

Signed on behalf of the Monitoring Officer

Date: 7 December 2023

Chief Officer: Alex Dewsnap

Signed off by the Corporate Director

Date: 20 December 2023

Head of Procurement: Nimesh Mehta

Signed by the Head of Procurement

Date: 14 December 2023

Head of Internal Audit: Neale Burns

Signed on behalf of the Head of Internal Audit

Date: 19 December 2023

Has the Portfolio Holder(s) been consulted? Yes

Mandatory Checks

Ward Councillors notified: No, as it impacts on all Wards

EqlA carried out: No

Not required for the quarterly performance report

Section 4 - Contact Details and Background Papers

Contact: David Harrington david.harrington@harrow.gov.uk
07714 089170

Background Papers:

None

Call-in waived by the Chair of Overview and Scrutiny Committee: No

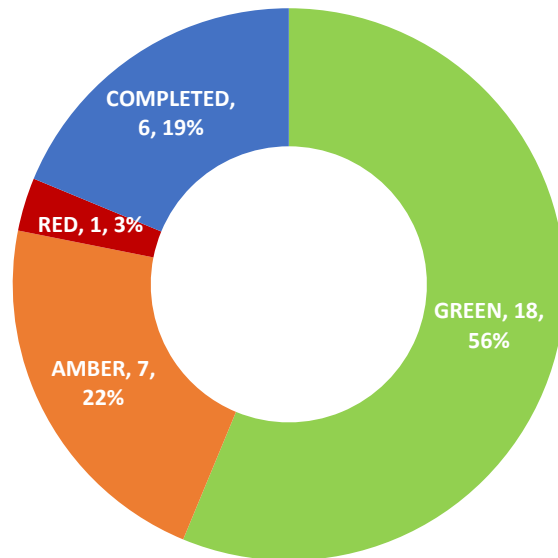
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APPENDIX 1 - STRATEGIC PERFORMANCE REPORT Q2 2023-24

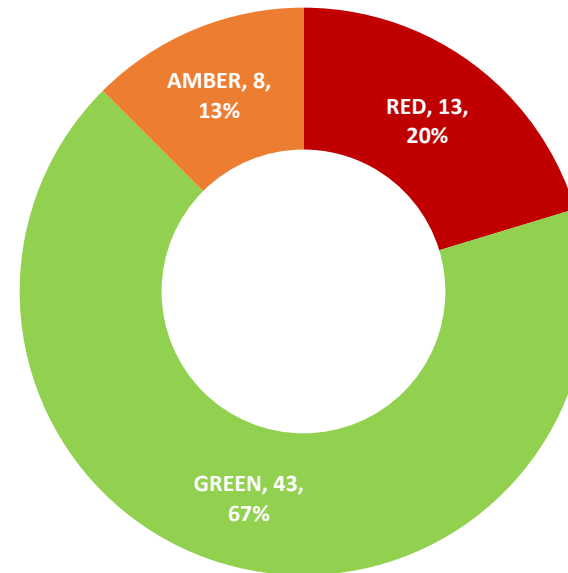
This report summarises progress against the Corporate Plan 'Restoring Pride in Harrow' and specifically tracks performance against the Flagship Actions, alongside a set of key performance indicators, which constitute the Corporate Performance Scorecard. Performance is reported in line with the three Priorities identified in the plan, namely

- **A council that puts residents first**
- **A borough that is clean and safe**
- **A place where those in need are supported**

RAG summary Q2 – all Flagship Actions



RAG Summary Q2 – all performance indicators



Due to division of Multiple Flagship Actions into multiple entities and each assigned RAG rating, the total count of FAs is now 32 FA vs. the original 24 Flagship Actions

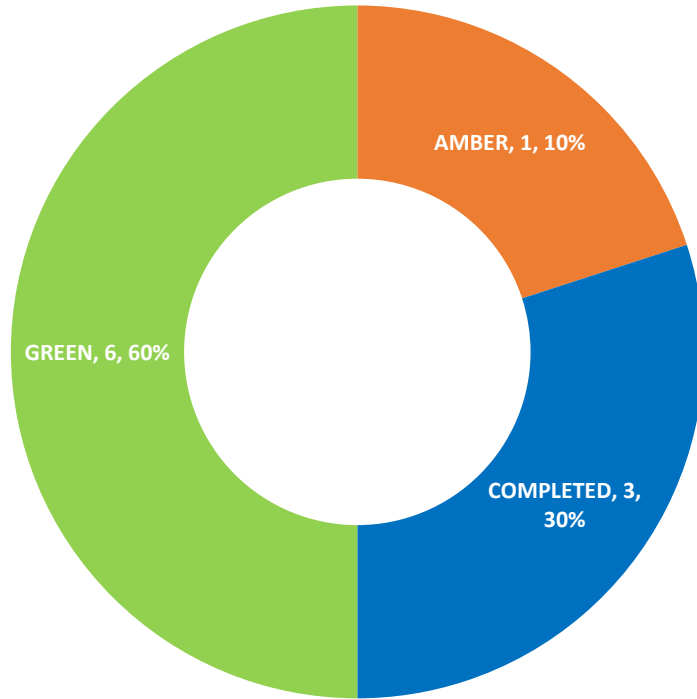
Key to RAG (Red-Amber-Green) ratings can be found at the end of this appendix



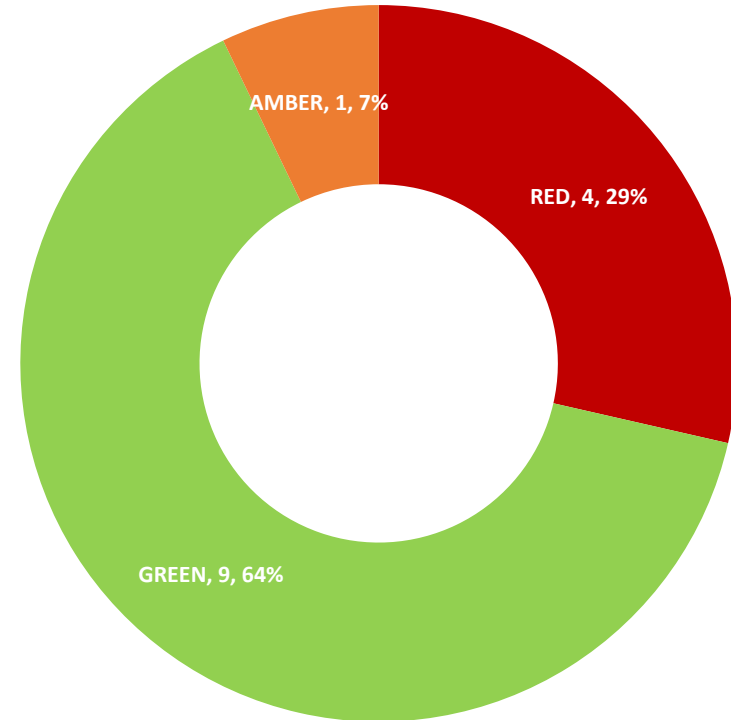
Achievements

- The **Careline Service** has brought in additional business from across London and Hertfordshire with eight new housing schemes and a monitoring service for Ealing Council and has replaced 150 of 154 analogue monitoring alarm systems impacted by the Kenton Exchange closure
- **Complaint responses** have continued to attain the 90% target with 94% of the 932 stage I complaints being responded to within timescale.
- Taranto, the **new Parking back-office system**, has been rolled out within budget and on time. This has been achieved utilising internal resources across Digital, IT and Parking.
- The **Customer Experience Academy** has been launched with over 100 staff attending within Q2. Feedback for the session, run internally, is highly positive. The technical skills modules will be released throughout Q3
- Our Silktide index rating (nationally ranked for **website quality**) has achieved its highest rating at 86%. Other key scores are as follows:
 - Accessibility 91%
 - Content 86%
 - User Experience 96%
- The **new Planning Portal** is much faster than the old one and includes a single sign on facility through the MyHarrow account. This will pre-populate web forms and allow residents to track the progress of those submitted to the Planning service.
- **Footfall in the town centre** showed a 5.9% year-on-year increase at September
- There is an upward trend in the level of **cultural visits**, increasing by 8.2% since the same period last year
- **Libraries** over the Summer - 2000 took part in the 6-book reading challenge, an 11% increase
- **Harrow Arts Centre** hosted 12 programmed events. Highlights include a sold-out outdoor production of The Wizard of Oz at Headstone Manor and Museum and an outdoor production of the Twelfth Night at Harrow Arts Centre. First time with a screening of the Gujrati film, 'Kutch Express' with over 400 audience members – the Arts Centre's largest cinema audience.
- First **Boiler House Festival** showcased innovative & original performances for new talent.
- Over 400 Harrow young people aged 7-17yrs took part in the **London Youth Games 2023**, competing in 11 different sports at some of the same venues as London 2012.

Residents First – Flagship Actions Q2



Residents First – indicator RAG Q2



29

1

¹ Due to division of Multiple Flagship Actions into multiple entities and each assigned RAG rating, the total count of FAs for Residents First is now 10 vs. the original 8 Flagship Actions

Flagship Actions – Residents First Q2

A COUNCIL THAT PUTS ITS RESIDENTS FIRST	
	COMPLETED
●	Adopt new planning protections to restrict tall buildings in our suburbs
●	Install full fibre internet to Grange Farm Community Hall and Northolt Road Community Hall by the end of March 2024
●	Launch a new consultation platform called 'My Harrow Talk' keeping the views of residents at the heart of decision making.
	GREEN
●	Create safe and secure cycle parking at Harrow on the Hill station by May 2024 , encouraging more active travel and healthier lifestyles
●	Improve our website and create a more personalised service through the MyHarrow Account, the ability to track progress of reported items online and enhance the customer experience
●	Install full fibre internet to all council homes End date April 2025
●	Respond to 90% of complaints in 15 working days, improving our responsiveness and customer experience.
●	Rollout the first car parking spaces for car clubs in our car parks by May 2024, helping reduce the number of cars and emissions on our roads by giving residents easier access to cars when they need it, at a reasonable rate.
●	Deliver a new planning website by the end of the summer, making it easier for our residents to apply or look up and comment on planning applications
	AMBER
●	Better control conversions from houses into flats to preserve the character of Harrow.

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2Performance Indicators – Residents First Q2

Indicator Description		Polarity: High ▲ or Low ▼ is 'good'	Target Q2 2023/24	Actual Q2 2023/24
●	% of customer calls successfully answered (<10% abandoned) (Revs & Bens)	▲	90%	93%
●	Total of all IT incidents raised during reporting period	▼	4500	3640
●	% of customer calls successfully answered (>90% answered)	▲	90%	95%
●	% operating time without active P1 incidents	▲	100%	100%
●	Complaints answered within timescale	▲	90%	94%
●	PM1 Average time for processing new benefits claims (days)	▼	25	23.01
●	PM5 Average time for processing changes of circumstances (days)	▼	12	9.82
●	Proportion of staff trained in information security	▲	90%	90%
●	Self service as a proportion of overall contact	▲	95%	95%
●	% operating time without active P1 or P2 outages on customer facing systems	▲	98%	97%
●	Average Wait Time (seconds) before a telephone call is answered	▼	120	165
●	Average Wait Time (seconds) before a telephone call is answered (Revs & Bens)	▼	240	277
●	% FOI responses within 20 working days	▲	90%	79%

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² Due to division of Multiple Flagship Actions into multiple entities and each assigned RAG rating, the total count of FAs for Residents First is now 10 vs. the original 8 Flagship Actions

●	% of employees trained in the Customer Excellence Academy	▲	15%	12%
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Key actions over the next quarter

- The **Housing Civica CX IT system** - reprofiling the project plan for the transition to the new system following the 'No Go' decision taken in November 2023.
- Improvements to the look and feel of the **Planning Portal** will be made in coming months.
- The **Face to Face** review will be finalised with the proposed enhancements to be discussed and considered.
- The **Workforce Strategy**: HR will be launching this before the end of the year and is an initiative that aims to make London Borough of Harrow an Employer of Choice. It focuses on the following five main priorities: Culture and Performance Change; Provide the framework for effective intervention to ensure our workforce is future proofed and is fit for purpose; A strong and sustained commitment on Equality, Diversity, and Inclusion (EDI) as well as employee Wellbeing; Developing, supporting, and challenging our Leaders and managers to be their best; and Engagement, involvement, and collaboration
- Review and implementation of **key HR policies**: HR has set a timeline for reviewing and implementing key HR policies. This ensures that our policies are compliant with ACAS guidelines, legal requirements, and best practices.
- Major work will be needed within Procurement as a result of the arrival of the **Procurement Act 2023** which will need to be embedded into Harrow's governance processes over the first half year of 2024.

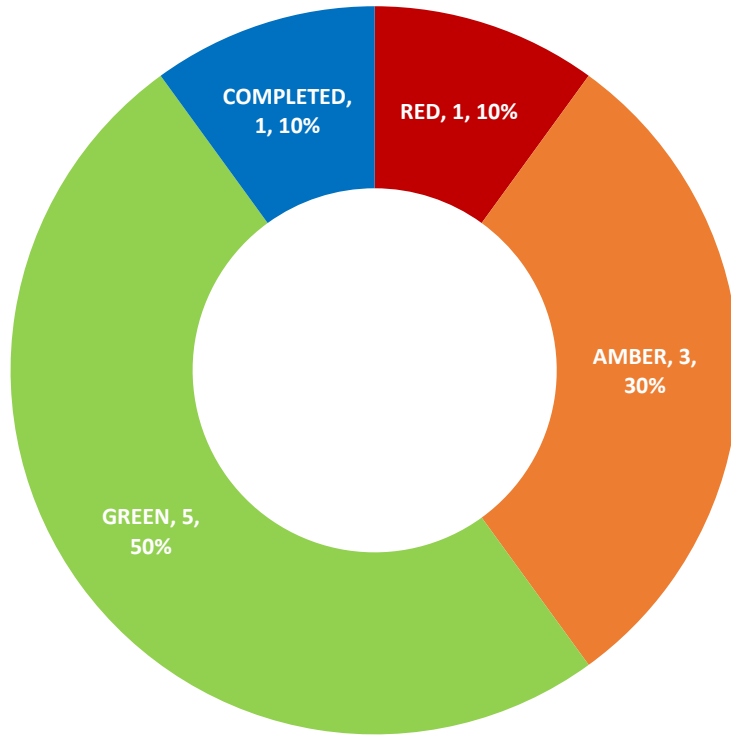


Achievements

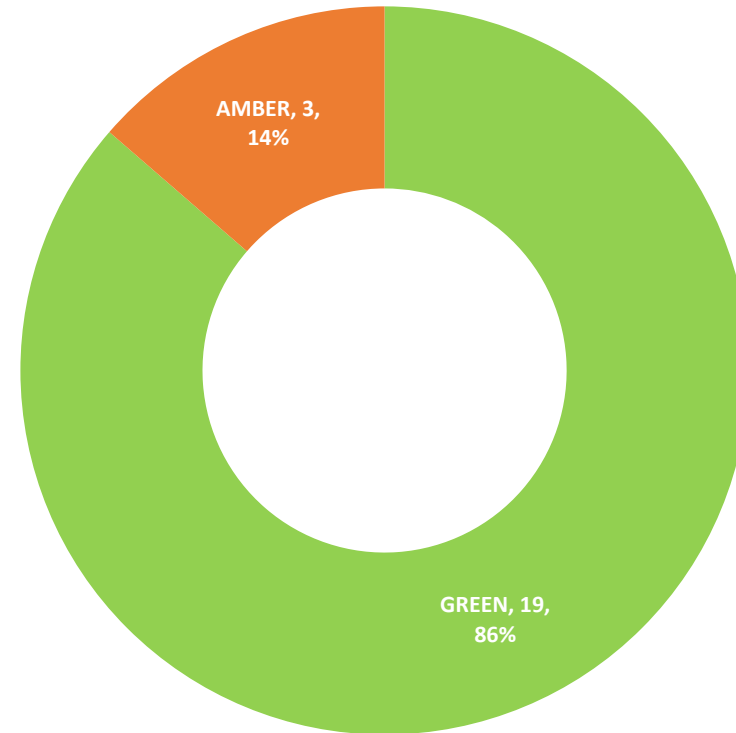
- **Highway defects (including potholes) repaired** – improvement in quarter 2 and now above target
- **Enforcement actions commenced** (287 quarter 1 to 394 quarter 2) alongside increase issuance of FPNs to 1635 in Q2) Public Space Protection Order³ approval at September Cabinet, following consultation.
- **Recycling increased** at end of Q1 to 32.73% (*reported in arrears*).
- **Annual Garden waste service** – sign ups continue (over 26,000).
- **Textile recycling** – TRAUD free kerbside collections with positive take-up in quarter 2. July saw the highest number of collections for the past 12 months (56), this included 22kg of electrical waste. A successful **Repair Café was held at Greenhill Library** on Saturday 7 October.
- **Bartec** (in-cab technology) rolled out successfully for garden, food waste and domestic residual waste. We are submitting to best practice awards in 2024
- **Housing Emergency repairs** – Repairs contractors continue complete over the 90% target of emergency repairs jobs to timescales (Q1, 93.7% and Q2, 94.4%).
- **Building Safety Compliance (housing)** – Significant improvements in this area Q2 data showing most areas at 100% compliance (*Fire Risk Assessments, Lift safety, Asbestos management, Water Hygiene*) or in the upper quartile (*Gas safety, 99.89%*). Plans for turning around electrical safety performance are on track to exceed target of 2000 electrical checks by end of 2023/24.
- **Homelessness prevention** – The Housing Needs team has exceeded monthly targets during Q1(68.8%) and Q2 (62.4%) with preventions performance in the top five for London Boroughs (London average 44%).
- **Housing Regeneration** – Grange Farm Close phase 1 handed over from the Contractor. Grange Farm Phase 1 provide 89 homes – 69 for social rent and 20 for shared ownership.
- Q2 there have been 1520 **Enrolments in Adult & Community Learning** exceed target (500).
- September saw **record levels of performance in processing planning applications** (*Minor 96% and Other 95%*).
- Criteria for **Local Areas of Special Character** (LASC) adopted.
- **Harrow Strategic Development Partnership** - moved to draft Business Plan phase.
- Launch of **Harrow Town Centre Masterplan engagement**, scheduled to run from Autumn 2023 to Winter 2024.
- **Climate change and Nature Recovery** – during consultation there were **1660 visits to the website with** 118 resident and 58 business surveys completed. **Two public drop-in sessions on climate change** were held in Harrow town centre in July.
- In Sept children from 12 primary schools attended the first ever **YESfest (Youth Eco Summit Festival)**, held at West Lodge Primary School with the aim of deepening their understanding of our relationship with the natural world, sharing ideas on make a difference for the planet.

³ Public Space Protection Order

Clean & Safe – Flagship Actions Q2



Clean & Safe – indicator RAG Q2



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⁴ Due to division of Multiple Flagship Actions into multiple entities and each assigned RAG rating, the total count of FAs for Clean & Safe is now 10 vs. the original 8 Flagship Actions

Flagship Actions – Clean and Safe Q2

	A BOROUGH THAT IS CLEAN AND SAFE
	COMPLETED
●	Ensure good quality open spaces for our residents, through the reaccreditation of our 6 green flag parks
	GREEN
●	Double the number of council provided electric charging points for the public in the next 12 months, helping residents who have or will choose hybrid or electric vehicles in the future, reducing greenhouse gas emissions and improving air quality
●	Hold at least 4 weeks of action, bringing together council and partners to deal with particular areas of anti-social behaviour and fly tipping.
●	Identify unauthorised beds in sheds and other environmental issues through a new approach which includes heat maps
●	Refurbish 36 tennis courts in harrow parks and open spaces by 2025, delivering good quality courts and a new booking system
●	Resurface over 60 carriageways and footways over the next 12 months through our improved highway maintenance programme.
	AMBER
●	Deliver Phase One (89 new homes) of the Grange Farm regeneration - Harrow's Largest estate regeneration - by the end of 2023
●	Identify 3 more parks to become accredited to green flag status by 2024/2025
●	Install at least 15 mobile CCTV cameras in the areas of Harrow most targeted for fly tipping and ASB.(Anti-Social Behaviour)
	RED
●	By April 2024 we will determine the planning application for Grange Farm Phase Two and Three

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Performance Indicators – Clean and Safe Q2

Directorate - Indicator Description		Polarity: High ▲ or Low ▼ is 'good'	Target Q2 2023/24	Actual Q2 2023/24
●	Rate of serious violence offences per 10,000 of the general 10-17 year old population	▼	8.8	7.6
●	% Homes with valid gas certificate	▲	100%	100%
●	% of buildings that have had all the necessary fire risk assessments	▲	100%	100%
●	% of domestic properties with EICR certificates	▲	37%	45%
●	% of existing council homes with an EPC rating of C+	▲	38%	38%
●	% of homes in buildings that have had necessary asbestos management surveys or re-inspections	▲	100%	100%
●	% of homes not meeting the Decent homes standard	▼	12%	12%
●	% of homes that have had all the necessary Lift safety checks	▲	100%	100%
●	% of homes that have had all the necessary water safety checks	▲	100%	100%
●	% properties in disrepair	▼	8%	8%
●	Footfall in Harrow town centre (year on year % change)	▲	2%	2%
●	Number of enforcement actions commenced (including FPNs) - fly tips	▲	60	394
●	Number of FPNs issued - (tri-borough contract)	▲	900	1635
●	Percentage of actionable highway defects rectified within timescale (either reported or found during cyclic inspections)	▲	87%	88%
●	Percentage of household waste sent for recycling (Oflog)	▲	33%	33%
●	Residual household waste per household (kg/household) (Oflog)	▼	172.5	171.46
●	% of repeat locations for ASB complaints	▼	10%	8%
●	Catalytic Converter Theft (rolling year)	▼	414	91
●	Repeat web contact ASB complaints (over 12 months)	▼	10%	7%
●	% of vacant high street premises in Harrow Town Centre (based on empty units)	▼	8%	8.3%
●	Fly-tipping incidents per 1,000 people	▼	12	12.12
●	Number of anti-social behaviour incidents	▼	1299	1319

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Key actions over the next quarter

- Implementation of phase 1 of the new IT system (Assure) for **Environmental Health**
- Bartec (in cab technology) roll out to **trade waste, domestic recycling and flats**.
- Completion of **review of waste routes** and the use of “Fleet route” technology.
- A new Recycling Team started in September with focus is on improving recycling rates i and reducing residual waste.
- **Penalty Charge re-banding** consultation ends on 12 November.
- Rolling out 200 Electric Vehicle trickle **charging units**.
- Implementation of **Building Control and Land charges** software
- Procurement of **Integrated Workplace Management System** for Council Asset
- Embedding **new planning system** and performance implications
- **Harrow Strategic Development Partnership** Business Plan – Targeting December Cabinet
- Preparation for **Housing Repairs** re-procurement.
- **Resident Services** Drop-in sessions scheduled (November, December)
- First mid-year **Tenant Satisfaction Measures** benchmarking results – due end November.
- **Housing Needs-** Marketing Campaign to increase supply of private rented & emergency use accommodation
- Cross-directorate **Damp and Mould Strategy** being developed.
- **Housing Allocations** policy review to go to December Cabinet
- **Concept designs, consultation for public realm improvements** & kiosks in Town Centre.
- **Launch of Harrow Energy Advice and Support** with the Cost-of-Living Project -
- **Xcite Job Fair**
- Consultation on the **Sports Infrastructure Strategy**
- **Creation of West London Music Hub**, potentially stimulating innovation and creativity.
- **Christmas is coming!** Craft activities in libraires and storytelling at Stanmore and Greenhill. A free “Twinkle Trail” for families at Headstone Manor and Museum.



Achievements

- **Conversation Café** continues to reach service users and carers and is now co-ordinated with Public Health, who are linking to the walks programme, and with measuring impact
- A **Harrow wellbeing walk** and Conversation Café was launched by the Mayor on the 20th October in Harrow Recreation Ground
- **ASC⁵ Mental Health services** have been transferred to the Council and the new operating model is being implemented. New **partnership arrangements** in place with CNWL that will form a draft Memorandum of

Understanding

- The trend of **increasing compliments** received by ASC continued in Q2
- ASC **reablement** success rate continued to improve from previous quarter
- CSC⁶ - all vacant posts in **MASH⁷** and **First Response** have been recruited to
- Positive engagement meeting with DLUHC⁸ on **Supporting Families** – will be followed up with further work to identify positive outcomes for families and maximise grant
- Improved monthly completion of **EHCPs⁹** on time - 45% in September (Q2 at 35%, Q1 8%)
- **SEND¹⁰ Partnership Board** expanded and task and finish groups established.
- Produced **SEND Self-evaluation** for Local Area; described as ‘Comprehensive’ by external London Councils’ adviser.
- Following **inspections**, two schools have moved from ‘Requires Improvement’ to ‘Good’
- Completion of three **SEND funding reviews** and awaiting report
- Launched **ICON¹¹** programme to reduce the risk of head injuries in babies as due to shaking, in response to two safeguarding investigations within the borough
- New **tobacco programme manager** post has started

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⁵ Adult Social Care

⁶ Children’s Social Care

⁷ Multi Agency Safeguarding Hub

⁸ Dept of Levelling Up, Housing & Communities – administers Supporting (previously ‘Troubled’) Families programme

⁹ Education, Health & Care Plans

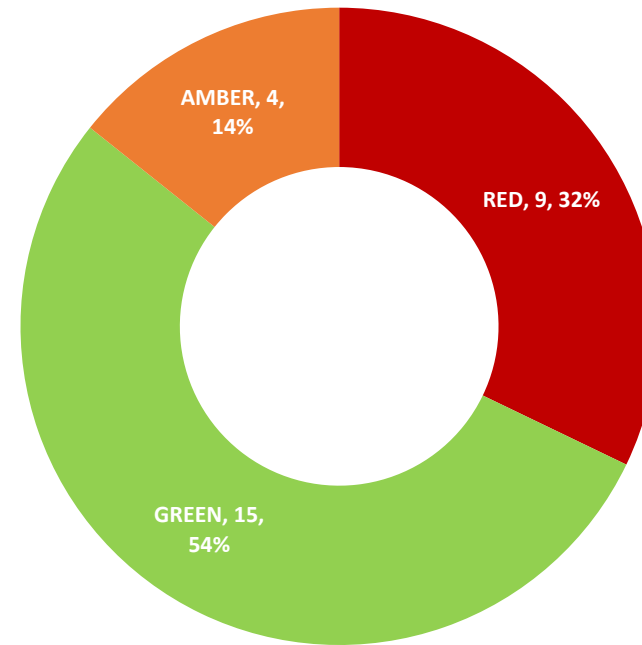
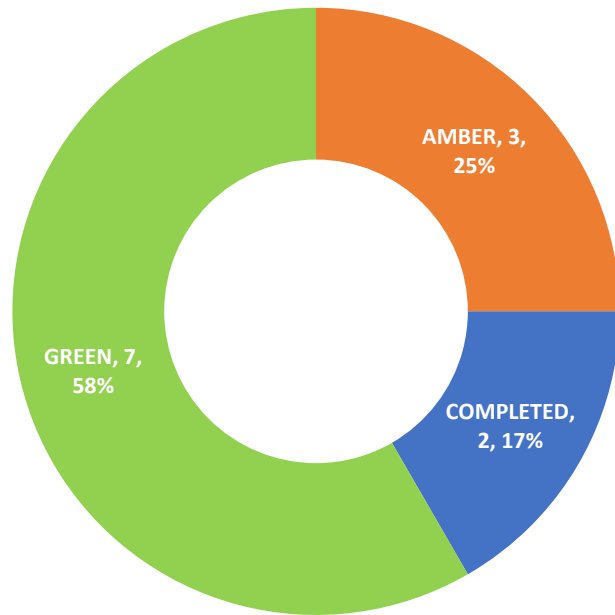
¹⁰ Special Educational Needs & Disabilities

¹¹ <https://iconcope.org/about/>

- The **Walks programme** continues to gain popularity, now 17 walks running, with over 300 residents participating routinely under direction of 30 volunteer walk leaders and assistants.

Supporting those in Need – Flagship Actions Q2

Supporting those in Need – indicator RAG Q2



Flagship Actions – Supporting those in Need Q2

A PLACE WHERE THOSE IN NEED ARE SUPPORTED	
COMPLETED	
●	Development of our new customer centre at Gayton road for people at risk of homelessness or concerns about vulnerable residents
●	Work with residents, community groups and the voluntary sector to create a new adult social care and mental health service by July
GREEN	
●	Doubling the number of Harrow Council Apprenticeships in the borough for external candidates by the end of the year.
●	Doubling the number of Harrow Council Apprenticeships internally in the borough by the end of the year.
●	Help with the cost of living crisis we will deliver another year of free school meals during school holidays (subject to household support fund 4 guidance)
●	Launch a skills and employment programme for our most vulnerable young people before the summer of 2024, including our care leavers, with applications launching by March 2024
●	Start construction on Milton road, resulting in 100% high quality, affordable housing which includes family sized homes.
●	Upgrade the councils 10 children centres into family centres, which will deliver more integrated services for residents which includes early years and health
●	Wiseworks-Improve our neighbourhood resource centres into true adult social care and well being hubs
AMBER	
●	Kenmore-Improve our neighbourhood resource centres into true adult social care and well being hubs
●	New Bentley -Improve our neighbourhood resource centres into true adult social care and well being hubs
●	Vaughan-Improve our neighbourhood resource centres into true adult social care and well being hubs

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¹² Due to division of Multiple Flagship Actions into multiple entities and each assigned RAG rating, the total count of FAs for Clean & Safe is now 12 vs. the original 8 Flagship Actions

Performance Indicators – Supporting those in Need Q2

Directorate - Indicator Description		Polarity: High ▲ or Low ▼ is 'good'	Target Q2 2023/24	Actual Q2 2023/24
●	% of CPP for 2nd or subsequent time	▼	20	9.9
●	% of eligible Care Leavers (aged 19/21) in education, employment or training	▲	65	65.1
●	% of Re-referrals that are repeat within 12 months	▼	19	13.8
●	Annual rate of Primary, Secondary & Special School Permanent Exclusions as % of Harrow school population	▼	0.10%	0.09%
●	Annual rate of Secondary School Permanent exclusions as % of Harrow school population	▼	0.20%	0.19%
●	CQC rating "requires improvement" of Homecare Providers used	▼	18%	17%
●	Key Stage 4 & Special Educational Needs The Special Educational Needs (SEN)/non-SEN gap based on average attainment across 8 GCSE subjects at the end of Key Stage 4	▼	25%	22%
4	● Reablement - % of new people completed reablement (no ongoing support required) (OfLoG)	▲	80%	84%
1	● Safeguarding - of those asked, % of people with goals met	▲	90%	97%
●	Total number of residents provided with information and advice in employment or training	▲	200	256
●	Homelessness prevention (%)	▲	52%	62%
●	No of Private Rent Accommodation within 35 miles of Harrow	▲	95%	100%
●	Total No of enrolments in Adult Community Learning (combined)	▲	600	1520
●	Total number of residents supported into employment; Xcite, Learn Harrow, Supply Chain and Section 106	▲	50	190
●	Domestic (flagged) offences (rolling 12 months)	▼	2214	2186
●	% of births that receive a face to face New Birth Visit within 14 days by a Health Visitor	▲	0.9	0.88
●	% of people from total eligible population invited for a Health Check	▲	10%	10%
●	Safeguarding - where risk identified, was reduced or removed	▲	86%	85%
●	Number of households in temporary accommodation	▼	1075	1098

Directorate - Indicator Description		Polarity: High ▲ or Low ▼ is 'good'	Target Q2 2023/24	Actual Q2 2023/24
●	% of assessments completed within 45 working days	▲	85	52.3
●	Annual rate of overall absence in primary schools	▼	4.0%	6.0%
●	Annual rate of overall absence in secondary schools	▼	4.0%	9.7%
●	Annual rate of Primary, Secondary & Special School Permanent Exclusions of Pupils with a Special Education Need (SEN) as % of Harrow school population with the same SEN status	▼	0.00%	0.49%
●	Annual rate of Primary, Secondary & Special School Suspensions as % Harrow school population	▼	1.92%	3.18%
●	Proportion of new sign ups in at least one of our target groups (e.g. ethnic minority, from deprived community)	▲	54	42
●	Special Educational Needs – Education, Health Care Plans (EHCP) issued within 20 weeks (all such EHCP, including exceptions)	▲	59%	35%
●	Special Educational Needs – Education, Health Care Plans (EHCP) issued within 20 weeks (excluding exception)	▲	59%	35%
●	Domestic abuse with injury offences (rolling 12 months)	▼	500	537

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Key actions over the next quarter

- Continued transformation and **culture change** across services - more face to face with service users and carers, more staff engagement through regular staff forums, celebrating achievements, visibility of leadership
- **ASC & CSC Safeguarding** – to implement the agreed findings and action plan from the Safeguarding Review, reorganise safeguarding arrangements across Children and Adults and improve quality of practice
- Change the Mosaic **workflow and functionality** to deliver ambitions about improved practice and performance – needs strong technical support
- Partnership work started on integrated approach to serious violence and knife crime
- Restructuring the **Commissioning** Division, increasing strategic commissioning capacity, quality assurance and contract management, to move towards blocking high-value contracts
- **Carers Reviews** – improvements have been made and lessons learnt will be embedded into new Standard Operating Procedures

- Occupational Therapy waiting times – new workload management tool to improve response times and release capacity NW London benchmarking exercise.
- Work has begun to strengthening culture and identity of Children Services by bringing staff together – via staff forum, celebration of ASYE¹³ graduation, qualification, progression. Culture change – forward look.
- Ensuring sufficient school places for **Children with SLD** (options paper being prepared for Corporate Leadership Team)
- Improving timeliness of EHCP to statistical neighbour average (more capacity in SENARS and EPS¹⁴ being provided)
- Completion of **SEND Inclusion Plan**
- **Tobacco control programme** to be developed to respond to Creating a Smokefree Generation
- Working with A&E at Northwick Park Hospital and have recently started a **patient champion initiative** to try and tackle some of the non-clinical reasons why residents attend A&E. These reasons include loneliness and homelessness.
- **Making Every Contact Count** training is now available for staff and community representatives. In particular we have prepared a **Winter Messages** resource to be used for the winter training round beginning in November

4.3 Key to RAG Flagship Actions:

	RED = High Risk	AMBER = Medium Risk	GREEN = Low Risk
RAG INDICATORS	A significant forecast overspend	Some forecast overspend against the budget	A forecast expenditure is on budget
	Delays against key milestones	Delays against key milestones	Project on plan to complete on time
	Problems with quality that lead to significant additional costs/delay	Problems with quality but not causing delay	Quality at expected levels
	Significant lack of resources	Lack of resources - being addressed/mitigated	No resource problems
	Dissatisfaction or resistance from stakeholders that mean acceptance may be delayed/all the benefits not achieved	Dissatisfaction or resistance from stakeholders being addressed	Stakeholders satisfied with the outcome

Key to RAG Performance Indicators:

G - Green - Has exceeded target
A - Amber - Just off target by less than 5%
R - Red - off target by 5% or more

¹³ Social-Work Assessed & Supported Year in Employment – part of development of new social workers

¹⁴ Education Psychology Service

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Appendix 2 - Corporate Scorecard 2023-24

Ref to service s'card	Indicator Description	Polarity: High ▲ or Low ▼ is 'good'	Bench Mark if Available (Statistical Neighbours unless otherwise indicated)	Target Q2 2022/23	Actual Q2 2022/23	RAG Q2 - 22/23	Target Q1 2023/24	Actual Q1 2023/24	RAG Q1 2023/24	Target Q2 2023/24	Actual Q2 2023/24	RAG Q2 2023/24	Trend vs previous Quarter	Management Commentary Q2 23/24	Portfolio Holder
RESIDENTS FIRST															
Deliver the Council's new Customer Experience strategy															
RES1.	% of customer calls successfully answered (>90% answered)	▲	N/A	90%	95%	GREEN	90%	95.0%	GREEN	90%	95%	GREEN	SIMILAR		Cllr Stephen Greek
RES2.	Average Wait Time (seconds) before a telephone call is answered	▼	N/A	120	260	RED	120	147	RED	120	165	RED	DECLINING	Average Wait Time across the Contact Centre were impacted by three areas. (i) High wait times for Housing whilst the new IT system is yet to be rolled out (although wait times were shorter than Q1) (ii) An increase in wait times for Adult Social Care as the Three Conversations model is rolled out across the Access Harrow team resulting in a longer handle team. This will improve service delivery at the first point of contact and relieve the workload within the Early Intervention Service (EIS) (iii) An increase in wait times for R&B in July/August following recovery action being taken.	Cllr Stephen Greek
RES3.	% of customer calls successfully answered (<10% abandoned) (Revs & Bens)	▲	N/A	90%	92%	GREEN	90%	94%	GREEN	90%	93%	GREEN	SIMILAR		Cllr Stephen Greek
RES4.	Average Wait Time (seconds) before a telephone call is answered (Revs & Bens)	▼	N/A	240	347	RED	180	213	RED	240	277	RED	DECLINING	Average Wait Time increased during Q2 on the back of recovery action leading to higher call volumes at certain times throughout the months of July and August. This was combined with a slight reduction in staffing during the summer period. Wait times improved in September as staffing numbers returned to full capacity.	Cllr Stephen Greek
RES6	Complaints answered within timescale	▲	N/A	New in 2023/24	New in 2023/24	New in 2023/24	90%	95%	GREEN	90%	94%	GREEN	SIMILAR		Cllr Stephen Greek
Deliver service improvements that contribute to a positive customer experience															
RES12	PM1 Average time for processing new benefits claims (days)	▼	N/A	25	22.35	GREEN	25	22.84	GREEN	25	23.01	GREEN	SIMILAR		Cllr Stephen Greek
RES13	PM5 Average time for processing changes of circumstances (days)	▼	N/A	12	8.6	GREEN	12	6.2	GREEN	12	9.8	GREEN	DECLINING		Cllr Stephen Greek
RES39	% FOI responses within 20 working days	▲	N/A	90%	79%	RED	90%	94%	GREEN	90%	79%	RED	DECLINING	The current situation within the Adults and Children's Complaints department has been impacted due to the recent departure of two Full-Time Equivalent (FTE) employees. This has temporarily left the department with only one manager and one officer to handle the information rights workload. However, we are pleased to inform that two new Full-Time Equivalent positions have been successfully filled. The newly appointed individuals are currently undergoing relevant background checks before start date agreed.	Cllr Stephen Greek
Ensure a seamless customer journey through up - to -date and connected IT															
RES36	Total of all IT incidents raised during reporting period	▼	N/A	7200	6381	GREEN	4500	3795	GREEN	4500	3640	GREEN	IMPROVING		Cllr Stephen Greek
RES41	% operating time without active P1 incidents	▲	N/A	New in 2023/24	New in 2023/24	New in 2023/24	99.50%	99.12%	AMBER	99.50%	99.94%	GREEN	IMPROVING		Cllr Stephen Greek
RES42	% operating time without active P1 or P2 outages on customer facing systems	▲	N/A	New in 2023/24	New in 2023/24	New in 2023/24	97.50%	99.22%	GREEN	97.50%	96.58%	AMBER	SIMILAR		Cllr Stephen Greek
Ensure that the digital experience promotes digital as the channel of choice															
RES5.	Self service as a proportion of overall contact	▲	N/A	0.95	95.70%	GREEN	95%	95.80%	GREEN	0.95	95.40%	GREEN	SIMILAR		Cllr Stephen Greek
Ensure culturally aware customer care that enables outstanding service delivery to residents from all backgrounds.															
New	% of employees trained in the Customer Excellence Academy	▲	N/A	New in 2023/24	New in 2023/24	New in 2023/24	New in 2023/24	New in 2023/24	New in 2023/24	15%	12%	RED	-	Good start made in the Customer Excellence Academy but not quite meeting the 15% target, however work will intensify to roll out training across the Local Authority.	Cllr Stephen Greek
Additional RF Indicators															
New	% who are satisfied with the way the Council runs things (survey)	▲	60% (LGA Feb 2023)	-	-	-	-	-	-	-	-	-	-	Next Data Available in Q4 23/24	Cllr Stephen Greek
New	Council takes account of residents' views when making decisions (survey)	▲	n/a	-	-	-	-	-	-	-	-	-	-	Next Data Available in Q4 23/24	Cllr Stephen Greek
New	% who feel that they can influence decisions affecting their local area (survey)	▲	n/a	-	-	-	-	-	-	-	-	-	-	Next Data Available in Q4 23/24	Cllr Stephen Greek
New	%age who agree that the Council keeps residents informed about what it's doing (survey)	▲	59% (LGA Feb 2023)	-	-	-	-	-	-	-	-	-	-	Next Data Available in Q4 23/24	Cllr Stephen Greek
New	Residents who agree that people from different backgrounds get on well together in their local area (survey)	▲	77% (LGA Feb 2023)	-	-	-	-	-	-	-	-	-	-	Next Data Available in Q4 23/24	Cllr Stephen Greek
Res 29	Proportion of staff trained in information security	▲	N/A	95%	35.00%	RED	95%	89.60%	RED	90%	90.00%	GREEN	IMPROVING		Cllr Stephen Greek

Ref to service s'card	Indicator Description	Polarity: High ▲ or Low ▼ is 'good'	Bench Mark if Available (Statistical Neighbours unless otherwise indicated)	Target Q2 2022/23	Actual Q2 2022/23	RAG Q2 - 22/23	Target Q1 2023/24	Actual Q1 2023/24	RAG Q1 2023/24	Target Q2 2023/24	Actual Q2 2023/24	RAG Q2 2023/24	Trend vs previous Quarter	Management Commentary Q2 23/24	Portfolio Holder
CLEAN & SAFE															
Increase resident's perception of being safe in Harrow'															
Csafe 1	Number of anti-social behaviour incidents	▼	1500				1291	1379	RED	1299	1319	AMBER	IMPROVING		Cllr Anjana Patel
Csafe 2	% of repeat locations for ASB complaints	▼	Local				12%	7%	GREEN	10%	8%	GREEN	DECLINING		Cllr Anjana Patel
Csafe 3	Repeat web contact ASB complaints (over 12 months)	▼	Local				10%	8.90%	GREEN	10%	7.00%	GREEN	IMPROVING		Cllr Anjana Patel
Csafe 6	Catalytic Converter Theft (rolling year)	▼	TBC				550	166	GREEN	414	91	GREEN	IMPROVING		Cllr Anjana Patel
CYPS 21	Rate of serious violence offences per 10,000 of the general 10-17 year old population	▼	8.8			New Indicator in 2023-24	8.8	7.6	GREEN	8.8	7.6	GREEN	SIMILAR	This has been recalculated locally for both Q1 & Q2. This was due to the issues with our system provider. Q1 rate has been recalculated and should be 7.6	Cllr Hitesh Karia
Take enforcement action to protect residents and the environment															
ENV 1	Number of enforcement actions commenced (including FPNs) - fly tips	▲	Local	60	91	GREEN	60	287	GREEN	60	394	GREEN	IMPROVING	Quarter 2 shows improved performance and exceeds target.	Cllr Anjana Patel
ENV 2	Number of FPNs issued - (tri-borough contract)	▲	Local	-	-	-	900	1488	GREEN	900	1635	GREEN	IMPROVING	This work is carried out by the contractor. Performance in quarter 2 exceeds target and shows improvement from quarter 1.	Cllr Anjana Patel
ENV 3	Fly-tipping incidents per 1,000 people	▼	46 (Defra 2021/22 annual)	10.10	10.03	GREEN	12	11.79	GREEN	12	12.12	AMBER	SIMILAR	Performance for quarter 2 is just off target. Action: This area is being closely monitored by the Head of Service.	Cllr Anjana Patel
Implement a new approach to a well maintained highway network															
ENV 4	Percentage of actionable highway defects rectified within timescale (either reported or found during cyclic inspections)	▲	Local	100%	93.55%	RED	87%	81.34%	RED	87%	87.50%	GREEN	IMPROVING	This work is carried out by the contractor. Quarter 2 shows improved performance and is above target. Action: Formal monthly meetings led by the Head of Service require the contractor to report on progress made in meeting timescales and where further improvement is needed confirmation that there are effective performance improvement plans in place to make these improvements. The contractor has increased the number of lining crews. Additional resources have been deployed in this area.	Cllr Anjana Patel
ENV 18	Percentage of land assessed for litter that falls below an acceptable standard - Litter, Detritus, Graffiti, Fly-posting.	▼	10.08% (L) 13.76% (D) 7.91% (G) 3.34% (FP) (KBT 2022/23)	-	-	-	* 7.7% (L) 9.54% (D) 7.75% (G) 3.25% (FP)	3% (Litter) 1% (Detritus) 6% (Graffiti) 0% (Fly Posting)	GREEN	-	-	-	-	Next inspection is due in quarter 3. Target is annual target.	Cllr Anjana Patel
Provide excellent green and cultural spaces for our residents															
	Qualitative update only							-	n/a	-	-	-	-		
Protecting the character of Harrow															
	Qualitative update only							-	n/a	-	-	-	-		
Invest in the physical infrastructure of Harrow															
	Qualitative update only							-	n/a	-	-	-	-		
Improve business engagement															
CLIE 4	Footfall in Harrow town centre (year on year % change)	▲	5%				1%	0.90%	AMBER	2%	2.30%	GREEN	IMPROVING		Cllr Norman Stevenson
CLIE 5	% of vacant high street premises in Harrow Town Centre (based on empty units)	▼	11.40%				8%	8.30%	AMBER	8%	8.30%	AMBER	SIMILAR		Cllr Norman Stevenson

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Embed effective responses to climate change and enable the recovery															
ENV 19	Percentage of household waste sent for recycling (Oflog)	▲	32.7% (Defra 2021/22 annual)	50%*	33.0%	RED	50%*	27.2%	RED	33%*	32.7%	GREEN	IMPROVING	Qtr 1 performance shows significant improvement from Qtr 4. Target of 33% is annual target. Performance for this indicator is reported quarterly in arrears. Q1 performance is therefore reported in Q2.	Cllr Stephen Greek
ENV 20	Residual household waste per household (kg/household) (Oflog)	▼	543kg (Defra 2021/22 annual)	-	-		172.5	161.1	GREEN	172.5	171.5	GREEN	DECLINING	Qtr 1 performance continues to remain within the target. Annual target is 690kg. Performance for this indicator is reported quarterly in arrears. Q1 performance is therefore reported in Q2.	Cllr Stephen Greek
Hsg 12 (climate)	% of existing council homes with an EPC rating of C+	▲	TBC				37%	37.10%	GREEN	38%	38.10%	GREEN	IMPROVING		Cllr Anjana Patel
Enable more new Homes to be available in Harrow															
Reg&PI 1	Number of new homes built (stats become available in Q2 for previous year Q4)	▲	N/A				-	-	-	-	653	-	-	Housing completions can fluctuate between years, depending on broader development activity in London and when specific sites in Harrow complete. The underperformance for 2022/23 is considered to be a reflection of broader trends in development activity across London. Housing development is predominately undertaken by the private sector and the Council's primary role is to allocate sufficient land and grant sufficient permissions to meet the target. In this regard, Harrow has a strong pipeline of sites, equating to approximately 6.5 years supply.	Cllr Marliyn Ashton
Reg&PI 2:	Proportion of new homes that are affordable (stats become available in Q2 for previous year Q4)	▲	N/A				-	-	-	-	35%	-	-	The underperformance is relative to the Council's Local Plan target of 40% affordable housing from all sources (not just planning permissions). In terms of planning permissions, the Mayor's threshold level for affordable housing is 35%, at 34.8%, the 2022/23 is just below that level. It also represents a continuation of greater levels of affordable housing being completed in the borough. Delivery is also dependent on factors outside the Council's control, such as the proportion of housing completions from sources where the LPA cannot secure affordable housing (i.e. office to residential conversions).	Cllr Marilyn Ashton
47 Look after and make best use of the Council's estate.															
Hsg 1:	% properties in disrepair	▼	N/A				7.80%	7.80%	GREEN	7.60%	7.60%	GREEN	IMPROVING		Cllr Mina Parmar
Hsg 2	% of homes not meeting the Decent homes standard	▼	15% (GLA survey - 2019)				12%	12.1%	GREEN	12%	12%	GREEN	IMPROVING		Cllr Mina Parmar
Hsg 3	% Homes with valid gas certificate	▲	99.5% (Mar 23)				99.50%	99.31%	AMBER	100%	100%	GREEN	IMPROVING		Cllr Mina Parmar
Hsg 4	% of buildings that have had all the necessary fire risk assessments	▲	100% (21/22)				100%	100%	GREEN	100%	100%	GREEN	SIMILAR		Cllr Mina Parmar
Hsg 5	% of homes in buildings that have had necessary asbestos management surveys or re-inspections	▲	100% (21/22)				100%	100%	GREEN	100%	100%	GREEN	SIMILAR		Cllr Mina Parmar
Hsg 6	% of homes that have had all the necessary water safety checks	▲	100% (21/22)				100%	97%	AMBER	100%	100%	GREEN	IMPROVING		Cllr Mina Parmar
Hsg 7	% of homes that have had all the necessary Lift safety checks	▲	100% (21/22)				100%	92%	RED	100%	100%	GREEN	IMPROVING		Cllr Mina Parmar
Hsg 8	% of domestic properties with EICR certificates	▲	98.69% (Feb 22)				34%	32.8%	AMBER	37%	44.9%	GREEN	IMPROVING		Cllr Mina Parmar

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SUPPORTING THOSE MOST IN NEED															
Work in partnership with the VCS to help support the health and wellbeing of residents and the integration of services															
<i>Qualitative update only</i>															
Support refugees via Government programmes to settle and integrate into the borough															
<i>Qualitative update only</i>															
Increase procurement of private rented accommodation to house those in need															
Hsg 9	Total % private rented accommodation procured within 35 miles of Harrow	▲	N/a -local				BL	99.9%	-	99.5%	99.6%	GREEN	SIMILAR	Baselined in Q1 - 479 of 482 properties within 35 miles	Cllr Mina Parmar
Hsg 10	Number of households in temporary accommodation	▼	16.4 per 1,000 households = approx 1500 equivalent for Harrow (March 2022)				1075	1082	AMBER	1075	1098	AMBER	SIMILAR		Cllr Mina Parmar
Hsg 11	Homelessness prevention (%)	▲	TBC				53%	68.8%	GREEN	52%	62.4%	GREEN	DECLINING		Cllr Mina Parmar
Target support to help residents out of financial hardship															
<i>Qualitative update only</i>															
Support residents to realise their career ambitions through delivering prevocational and vocational learning (including ESOL, Digital Skills, Job brokerage with local employers)															
CLIE 1	Total No of enrolments in Adult Community Learning (combined)	▲	N/a -local				876	876	GREEN	600	1520	GREEN	IMPROVING		Cllr Jean Lammiman
CYPs 9:	% of eligible Care Leavers (aged 19/21) in education, employment or training	▲	57%				65	65.5	GREEN	65	65.1	GREEN	SIMILAR		Cllr Hitesh Karia
CLIE 48	Total number of residents supported into employment; Xcite, Learn Harrow, Supply Chain and Section 106	▲	N/a -local				50	36	RED	50	190	GREEN	IMPROVING		Cllr Norman Stevenson
CLIE 3	Total number of residents provided with information and advice in employment or training	▲	N/a -local				200	253	GREEN	200	256	GREEN	IMPROVING		Cllr Norman Stevenson
Number of Council apprenticeships in line with flagship action															
Supporting children, young people and families through the development of the prevention and community offer															
CYPS 1:	% of Re-referrals that are repeat within 12 months	▼	17%	16%	16.4%	AMBER	19%	14.5%	GREEN	19%	13.8%	GREEN	IMPROVING		Cllr Hitesh Karia
CYPS 2:	% of assessments completed within 45 working days	▲	85%	90%	77.6%	RED	85%	58.6%	RED	85%	62.3%	RED	IMPROVING	Action has been taken to clear a backlog of overdue assessments which will see performance dropping as the backlog gets cleared. Steps are being taken to prevent further assessments exceeding 45 days, There is daily monitoring of case progression by team managers. For new allocations, supervision will be completed within 10-15 days. A further case tracking meeting will occur at days 20-25 to ensure that the assessment is on track for completion and sign off by day 35.	Cllr Hitesh Karia
CYPS 5:	% of CPP for 2nd or subsequent time	▼	19%	15%	10.5%	GREEN	20%	18.8%	GREEN	20%	9.9%	GREEN	IMPROVING		Cllr Hitesh Karia
CYPS 25:	Universal Reach numbers for Early Support Hubs	▲	Local indicator	No Target - This indicator is for information about reach	2656	-	This indicator is for information about reach	3296	-	This indicator is for information about reach	3348	-	IMPROVING		Cllr Hitesh Karia

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Improving the quality and sustainability of care provision in Harrow															
ASCOF 2d and OfLoG monitored	Reablement - % of new people completed reablement (no ongoing support required) (OfLoG)	▲	7 of 16 (CIPFA) in 2022				80%	81%	GREEN	80%	84%	GREEN	IMPROVING	This result is on track and no actions are planned.	Cllr Pritesh Patel
ASC 16	CQC rating "requires improvement" of Homecare Providers used	▼	not available				18%	17.9%	GREEN	18%	16.6%	GREEN	IMPROVING	This result is on track and no actions are planned.	Cllr Pritesh Patel
ASC 23	Safeguarding - of those asked, % of people with goals met	▲	not available				90%	96%	GREEN	90%	97%	GREEN	IMPROVING	This result is on track and no actions are planned.	Cllr Pritesh Patel
ASC 24	Safeguarding - where risk identified, was reduced or removed	▲	not available				85%	82.30%	AMBER	86%	84.90%	AMBER	IMPROVING	COMMENT: The recruitment of a service manager is now expected in November. ACTION: External review of the entire safeguarding pathway has been completed and identified the lack of a QA process. An action plan is being drawn up that will address this particular issue and embed a QA process.	Cllr Pritesh Patel
<i>Other Adults Survey Related Measures will be made available in Q4 & Q1 nex year.</i>															

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Reducing Health Inequalities															
	% of births that receive a face to face New Birth Visit within 14 days by a Health Visitor	▲	87.8% (21/22)				90%	88%	AMBER	90%	88%	AMBER	SIMILAR	While below our very high target, this figure is still above the London average for 21/22 (87.8%) and the England average (82.7%). Mothers / families can postpone or refuse an appointment. From the data below we can assure ourselves that the service is making great efforts to achieve the 90% target. There are a very small number where the Health Visitor has not 'closed the event' which is the only thing that is really in the service's gift to change. They have made improvements in their processes to reduce those numbers and we hope to see that improve still further next quarter. In addition to the 88% seen within 14 days, 9% of births were seen within 30 days i.e. 97% of new birth visits happened within 30 days. The shortfall in numbers equates to 90 children. Of which, 2 x completed in timescales; 69 x completed after due date; 9 x outcome not recorded; 4 x Hospital / SCBU; 3 x patient left area; 3 x Assessment declined; 1 x unsuccessful attempts; 0 x not completed; 1 x home visit/no reply. We have reduced the target to 90% as this is now the new contractual target better to reflect the situation on the ground and to take into account what the service can actually influence.	Cllr Pritesh Patel
	% of people from total eligible population invited for a Health Check	▲	16.2% of total eligible population (TEP) 18/19 - yearly data				5%	6%	GREEN	10%	10%	AMBER	IMPROVING	These figures do not represent the full Q2 performance figures. Due to technical issues with EMIS Enterprise search, we are missing 3 weeks' worth of data and only have data for the first 7 days of September. This has been raised as an issue with EMIS. Our YTD performance with the partial Q2 figures, puts us as AMBER rating, only 212 invites behind target. It is reasonable to expect that these will have been achieved in September. Target - 7062 (10% of TEB) Actual - 6850 (9.7% of TEP)	Cllr Pritesh Patel
	Proportion of people that successfully quit smoking who engage with the smoking cessation service	▲						-	-	-	-	-	-		Cllr Pritesh Patel
50	Proportion of new sign ups in at least one of our target groups (e.g. ethnic minority, from deprived community)	▲	N/A				72	71	AMBER	54	42	RED	DECLINING	In Q2, the privacy policy was reviewed and some of our registration materials to make clearer how their information is used and where it is stored. This was to alleviate some of the concerns of walkers who feel hesitant to give their data. The data from Q2 shows that we're still experiencing these issues, and will continue to follow through with actions suggested in Q1. In addition, volunteers will be refreshed on data privacy and the use of the Upshot registration system. We have also started 2 new walks in new or returning areas in the last month and should see this reflected in Q3. We will also be increasing our engagement with people with LTHC and minority communities through use of JOY, the development of a physical activity workshop and development of walks with local charities.	Cllr Pritesh Patel

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Additional STMIN indicators															
Csafe 4	Domestic (flagged) offences (rolling 12 months)	▼	10.7 per 10000 pop (RY May 23)				2185	2269	RED	2214	2186	GREEN	IMPROVING		Cllr Anjana Patel
Csafe 5	Domestic abuse with injury offences (rolling 12 months)	▼	24.4% (RY May 23)				516	525	AMBER	500	537	RED	SIMILAR	Reducing domestic abuse is a priority for the local community safety partnership.	Cllr Anjana Patel
Edu 16	Special Educational Needs – Education, Health Care Plans (EHCP) issued within 20 weeks (excluding exception)	▲	2022 57.3% - SN 54.7% - London 49.1% - National	65%	27%	RED	59%	8%	RED	59%	35%	RED	IMPROVING	SENARS have seen a 34% increase in request for assessments this academic year, putting an immense strain on the team's capacity. Staff turnover has also been a factor with several experienced staff members leaving and new staff taking time to be trained. A full time caseworker is managing approx 39 (an increase from 26 last quarter) EHC needs assessments at any one time. Delays in Health advice are also making EHCPs late. The EP service have provided 62% of SEN advice on time in the academic year 22-23. Lack of Special School places has also affected the ability to finalise EHCPs. Actions:	Cllr Hitesh Karia
											36 under 20 weeks 67 over 20 weeks			Additional capacity has been provided from within SENARS staffing budget. New staff are making good progress in their training. A new system has been implemented which has revised some BS processes and the timeliness on assessments is improving. SEND Strategy to focus on place planning for CYP who require a special school. Schools Forum releasing money to put interim support in place while children's plans are being finalised. - <i>Of the actual (36 under 20 weeks 67 over 20 weeks)</i>	
Edu 17	Special Educational Needs – Education, Health Care Plans (EHCP) issued within 20 weeks (all such EHCP, including exceptions)	▲	2022 50.8% - SN 51.9% - London 47.6% - National	65%	27%	RED	59%	10%	RED	59%	35%	RED	IMPROVING		Cllr Hitesh Karia
Edu 18	The percentage of Young People with a SEND who are in mainstream education and training, ISPs or supported internships in the National Curriculum Years 12 to 16+ (age 16 - 24)	▲	September 2023 22.9% - SN 21.5% - London 33.7% - National	Above national	57.3%	GREEN	Above national	72.8%	GREEN	34%	20%	RED	DECLINING	The percentage of Young People with a SEND EHCP (Education, Health Care Plan) age 16 to 24 in mainstream education has decreased from 72.8% in June 2023 (end of the academic year) to 20.0% in September 2023 (at the beginning of the academic year). Harrow's September 2023 outcome is below the Statistical Neighbours, London and England averages. Please note that September is very much a transition month, so a great many YP will be in the "not known" category as they are still being tracked to their current destination. This is how the data should be managed and treated as per DfE guidelines so not too much notice should be made around these figures, hence why the target months are December, January & February. All regions and areas will be reporting the same. For example, all Yr 11 leavers are given a destination of Yr 11 transition, which is a "not known" destination until they are confirmed in their new destination.	Cllr Hitesh Karia
					June 2022 (Cohort 800)						September 2023 (cohort 599)				

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Edu 32	Key Stage 2 & Special Educational Needs Achievement gap between pupils with special educational needs and their peers, based on % of pupils achieving the national standard in reading, writing and mathematics (RWM) at the end of key stage 2	▼	2022-23 51.7% - SN 48.9% - London 50.3% - National	Gap lower than SN	48.4%	-	Gap lower than SN	52.3%	GREEN	Gap lower than SN	49.9%	GREEN	IMPROVING	In 2022-23 75.9% of children with No SEN Provision (78.0% in 2021-22) attained the national standard in RWM compared to 26.0% of pupils with a SEN (25.7% in 2021-22) attaining the national standard. Harrow's gap this year of 49.9% is narrower than the national gap of 50.3%. Harrow's SEN result of 26.0% is higher than the national average of 20.0%.	Cllr Hitesh Karia
				SN 25.5	2018-19 Final results	2021-22 Final results	2022-23 Final Result								
Edu 38	Key Stage 4 & Special Educational Needs The Special Educational Needs (SEN)/non-SEN gap based on average attainment across 8 GCSE subjects at the end of Key Stage 4	▼	2022-23 Provisional results 24.8 - SN 22.7 - London 21.9 - National	Gap lower than SN	24.5	Amber	Gap lower than SN	22.4	GREEN	24.8	23.5	GREEN	SIMILAR	The average Attainment 8 score of Harrow's pupils with a SEN in 2022-23 is 31.2 (provisional) (35.1 in 2021-22), which is lower than the score of 54.7 (57.5 in 2021-22) of the pupil's with no SEN, resulting in a 23.5 gap (22.4 in 2021-22 & 24.5 in 2018-19). Harrow's gap is wider than the national and London gaps and narrower than statistical neighbours. Harrow's SEN score of 31.2 is above the national score of 28.0 but below the statistical neighbour score of 32.4 and London score of 31.7.	Cllr Hitesh Karia
				SN 24.5	2018-19 Final results	2021-22 Final results	2022-23 Provisional Result								
Edu 7 52	Annual rate of Secondary School Permanent exclusions as % of Harrow school population	▼	2021-22 0.12% - SN 0.09% - London 0.16% - National	0.20%	0.20%	GREEN	0.20%	0.13%	GREEN	0.20%	0.19%	GREEN	DECLINING	Harrow's secondary school permanent exclusions have increased from 11 (0.07%) in 2020-21 to 32 (0.19%) in 2022-23, which is at the pre-covid levels such as 29 (0.20%) in 2018-19. For 2021-22 Harrow's secondary school exclusion rate is above both the 2021-22 statistical neighbours outcome (0.12%) and London (0.09%) but below the national position (0.16%). Harrow was in a better position than the nation but did less well regionally. Harrow's 2022-23 data will be compared when the 2022-23 data has been published nationally in July 2024.	Cllr Hitesh Karia
					2018-19 29 exclusions DfE data	2021-22 21 exclusions DfE data	2022-23 32 exclusions Harrow data								
Edu 8	Annual rate of Primary, Secondary & Special School Permanent Exclusions as % of Harrow school population	▼	2021-22 0.06% - SN 0.04% - London 0.08% - National	0.10%	0.09%	GREEN	0.10%	0.06%	GREEN	0.10%	0.09%	GREEN	DECLINING	Permanent exclusions increased from 0.03% (11) in 2020-21 to 0.09% (37) in 2022-23, which is at pre-covid levels such as 33 (0.09%) in 2018-19. Harrow's 2021-22 exclusions are the same as the 2021-22 outcomes of our statistical neighbours (0.06%), above than London (0.04%) but lower than national (0.08%). Harrow's 2022-23 data will be compared when the 2022-23 data has been published nationally in July. Harrow's permanent exclusions targets are challenging as they set to be in-line with the national averages. In small authorities like Harrow small numbers can impact progress against the target significantly.	Cllr Hitesh Karia
					2018-19 33 exclusions DfE data	2021-22 24 exclusions DfE data	2022-23 37 exclusions Harrow data								
Edu 10	Annual rate of Primary, Secondary & Special School Permanent Exclusions of Pupils with a Special Education Need (SEN) as % of Harrow school population with the same SEN status	▼	2021-22 0.14% - SN 0.10% - London 0.22% - National	0%	0.38%	RED	0%	0.16%	AMBER	0%	0.49%	RED	DECLINING	In-line with the total number of permanent exclusions increasing, the exclusions given to pupils with a SEN has also increased. In 2022-23 of the 37 exclusions, 21 were given to pupils with SEN Support and 5 to pupils with an EHCP.	Cllr Hitesh Karia
					2018-19 18 exclusions DfE data	2021-22 8 exclusions DfE data	2022-23 26 exclusions Harrow data								

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Edu 11	Annual rate of Primary, Secondary & Special School Suspensions as % Harrow school population	▼	2021-22 3.66% - SN 4.34% - London 6.91% - National	1.92%	2.12%	RED	1.92%	2.62%	RED	1.92%	3.19%	RED	DECLINING	Harrow's performance is better than both regional and national outcomes. Against any of the national or regional benchmarks Harrow would be rated Green. Harrow's exclusions targets are challenging as they were set to be in-line with Harrow's previous best outcomes. In small authorities like Harrow small numbers can impact progress against the target significantly. The number of Suspensions have increased from 547 (1.44%) in 2020-21 to 1,247 (3.18%) in 2022-23 and are higher than the pre-covid 2018-19 number of 789 (2.12%). Harrow's 2021-22 outcome is significantly better than the 2021-22 outcomes of our statistical neighbours (3.66%), London (4.34%) and nationally (6.91%).	Cllr Hitesh Karia
					2018-19 789 suspensions DfE data			2021-22 1,007 suspensions DfE data			2022-23 1,249 suspensions Harrow data				
Edu 12	Annual rate of overall absence in primary schools	▼	2021-22 6.0% - SN 5.9% - London 6.3% - National	4.0%	3.8%	GREEN	4.0%	5.6%	RED	4.0%	6.0%	RED	DECLINING	Harrow's performance is better than both statistical neighbours and national outcomes, against any of the national or regional benchmarks Harrow would be rated Green. The annual rate of absence has declined from 3.3% in 2020-21 to 6.0% in 2022-23. Absence in Harrow's primary schools for the previous four years is 4.1% in 2015-16 and 3.8% in both 2016-17 and 2017-18 and 3.8% in 2018-19. 2019-20 only has attendance for the autumn term due to Covid related school closures. The 'Harrow data' is local data and provisional, which we suspect 'may' have a recording issue and we continue to monitor. In 2021-22 Harrow's primary school's absence rate is better than the statistical neighbour, London and national averages. The Attendance Intervention Model (AIM) is now in use by all schools (including Academies). It is contributing to a positive impact on attendance overall.	Cllr Hitesh Karia
					2018-19 DfE data			2021-22 DfE data			2022-23 Harrow data				
53 Edu 14	Annual rate of overall absence in secondary schools	▼	2021-22 7.3% - SN 7.4% - London 9.0% - National	4.0%	4.8%	RED	4.0%	7.0%	RED	4.0%	9.7%	RED	DECLINING	The annual rate of absence in Harrow's secondary schools has declined from 5.0% in 2020-21 to 9.7% in 2022-23. Absence in our high schools for the last four years is 4.5% in 2015-16, 4.7% in both 2016-17 and 2017-18 and 4.8% in 2018-19. 2019-20 only has attendance for the autumn term due to Covid related school closures. The 'Harrow data' is local data and provisional, which we suspect 'may' have a recording issue and we continue to monitor. In 2021-22 Harrow's secondary school's absence rate is below the statistical neighbour, London and national averages. The Attendance Intervention Model (AIM) is now in use by all schools (including Academies). It is contributing to a positive impact on attendance overall.	Cllr Hitesh Karia
					2018-19 DfE data			2021-22 DfE data			2022-23 Harrow data				

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Report for: Cabinet

Date of Meeting:	24 January 2024
Subject:	Housing Revenue Account Budget (HRA) 2024-25 and Medium-Term Financial Strategy (MTFS) 2025-26 to 2026-27 and HRA 30- year Business Plan
Key Decision:	Yes
Responsible Officer:	Dipti Patel - Corporate Director of Place Sharon Daniels– Interim Director of Finance David McNulty - Director of Housing
Portfolio Holder:	Councillor Mina Parmar, Portfolio Holder for Housing. Councillor David Ashton, Portfolio Holder for Finance and Human Resources
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix 1 – HRA Budgets 2024-25, 2025-26 and 2026-27 Appendix 2 – Average Rents and Service Charges Appendix 3 – Garage, Parking charges and Facility Charges Appendix 4 – Water charges Appendix 5 – Community Halls Charges Appendix 6(a)-6(b) – HRA Capital Programme – 2024/25 to 2028/29 Appendix 7(a)-7(b) HRA Business Plan Assumptions and Summaries

Section 1 – Summary and Recommendations

This report sets out the proposals on the Housing Revenue Account (HRA) budgets and rent setting for 2024-25, the Medium-Term Financial Strategy (MTFS) for 2025-26 to 2026-27 and the update on HRA 30-year Business Plan.

Recommendations: That

- 1) the proposed average weekly rent for general needs and sheltered accommodation of £142.62 and £122.42 for 2024-25, respectively, which reflect increases of 7.7% in line with the national rent policy for social housing as set out in paragraph 20 & Appendix 2 be approved.
- 2) the proposed average weekly rents for affordable properties of £212.69, which reflect increases of 7.7% in line with the national rent policy for social housing -paragraph 20 & Appendix 2 be approved.
- 3) the proposed average weekly rents for shared ownership properties of £226.70, by 7.7%, in line with the national rent policy for social housing. See paragraph 21 & Appendix 2 be approved.
- 4) the five-year HRA Capital programme of £186,243,545 made up of £77,715,124 planned investment, £38,714,883 Building Council Homes for Londoners (**BCHfL**), £75,000 Grange Farm Infrastructure, £69,738,538 Homes for Harrow Phase 2 as set out in paragraphs 48 to 56 & Appendix 6(a) & 6(b) be approved.
- 5) the HRA 30-year Business plan and assumptions (paragraphs 57 to 63) Appendix 7(a) and 7(b)) be approved.
- 6) the proposed average weekly general need service charge of £8.38 and sheltered services charges of £17.46 per week. The charges proposed reflect inflation and new level of cleaning service as set out in paragraph 24 to 27 and Appendix 2 be approved.
- 7) the proposed average weekly services charges for affordable and shared ownership properties of £4.86 and £14.72 respectively as set out in Appendix 2 be approved.
- 8) an average weekly facility charge of £33.00 for sheltered properties (paragraph 27) be approved.
- 9) an enhanced weekly management charge for sheltered properties of £22.00 (as per paragraph 28) be approved. This charge reflects services provided to our sheltered tenants that is over and above to that provided to general needs tenants.
- 10) an average weekly heating charge for general needs tenanted properties of £20.10 (as per paragraph 27) be approved.

- 11) an increase of 7% to water charges as set out in paragraph 30 and Appendix 4 be approved.
- 12) the weekly parking spaces and garage charges of £10.90 and £16.60 respectively as set out in paragraph 29 and Appendix 3 be approved.
- 13) a 7% increase to the 2023/24 hourly hire charges applied to Community Halls as set out in paragraph 31 and Appendix 5 be approved.
- 14) Should the Homes for Harrow Phase 2 be delayed and subject to resources being available, allow the HRA to enter into an acquisition programme to maximise the use of 1-4-1 capital receipts. See paragraph 53
- 15) Cabinet recommends Council approve:
 - a. HRA Budgets for 2024-25 (Appendix 1)
 - b. HRA capital programme (Appendix 6(a))

Reason (for the recommendation) To approve the recommendations herein to ensure the viability of the HRA and the proposed HRA capital programme for 2024-25 and the MTFS for 2025-26 to 2026-27. The 30-year HRA business plan has been refreshed and updated to reflect the new budget and MTFS requirements.

Section 2 – Report

1. The Council has a statutory obligation to agree and publish the HRA budget for 2024-25, and approval for this will be sought by Council on 24 January 2024. This report sets out the budget proposals for 2024-25 along with the MTFS to 2026-27, and indicative income and expenditure for the HRA for this period. It sets out how the income collected will be invested in the priority areas identified for housing by the administration. It provides an update to the refreshed HRA Business Plan, along with highlighting the key assumptions required to reflect national policies and financial impacts to the HRA. It sets the rate for rent and service charges for the retained housing stock of around 4,800 homes currently available to let and 1,200 leasehold properties with approximately £35m in rent generated annually.
2. The HRA reflects the statutory requirement under Section 74 of the Local Government and Housing Act 1989 to account separately for local authority housing provision. It is a ring-fenced account, which records all revenue expenditure and income relating to the provision of council dwellings and related expenditure. The Council has a statutory responsibility to set a balanced HRA budget. The budgets for 2024-25 to 2026/27 show minimum reserves are maintained.
3. The HRA budget is set each year in the context of the 30-year business plan. The Business Plan is a statutory requirement used to assess the ongoing financial viability of the HRA and its ability to deliver the Council's housing priorities.

4. The business plan assumptions are reviewed annually to determine whether any aspects of the strategy need to be revised, allowing for horizon scanning and the identification and mitigation of business risks in the short, medium, and long term. Sensitivity analysis is undertaken to ensure effective contingency plans are considered and that appropriate reserves are maintained regards any change in the business plan assumptions.
5. The business plan projections reflect the income and expenditure required to manage the Council's landlord functions and, at the same time, work towards the Council's objectives in investing in existing tenants' homes and creating capacity to fund the development of affordable homes for rent.
6. This report highlights areas to be noted of the HRA business plan and options considered for future budget strategy. The HRA business plan provides long-term financial forecasts resulting from the implications of the Council's spending, investment, and rent-setting decisions, based on the authority's current income, assumptions on how costs and income might change in the future to illustrate what the authority can reasonably expect to happen, using the best available information.
7. The HRA budget in 2024/25 establishes a strategic framework to invest in:
 - **Homes which are safe and secure for all residents:** It provides for investment in the properties so that the Council meets its statutory duties in relation to health and safety compliance and improves homes with over £11million per year provided for planned capital investment. The Council has made significant investment to date in its fire safety programme and this budget provides for this to continue and for investing in strengthening its approach regarding the issue of damp and mould.
 - **Reducing carbon emissions:** The Council is committed to reducing carbon emissions across the borough. The budget and business plan provides for additional investment in its properties to improve the thermal efficiency of its own housing stock and bid for government grant. The strategy for investment seeks to maximise capital contribution through grants, we therefore plan with a view to deliver a strong business case that aligns with different external funding streams available. Where funding is not obtained, the base plan with 100% local authority investment is still in place to meet decarbonisation targets to 2030. The investment set out within the 5- year capital programme will enable the Council to provide match funding towards the government grants that become available and to achieve an Energy performance certificate (EPC) C target as an average by 2030.
 - **New affordable homes:** The HRA provides the basis on which the Council can increase the supply of new affordable housing in Harrow over the next 5 years. Given the current cost pressures in construction the Council has reviewed the programme to maximise the amount of new housing which the HRA can afford to provide in line with its updated 30-year business plan. This investment will enable the Council to adopt a strategic approach to managing its housing asset. Over £96 million in borrowing will be provided through the HRA to fund this

programme. The delivery of these new HRA homes through the HSDP will create an increase in revenue through rent. This increase in rent is factored into the HRA Business Plan.

Options Considered:

Rent Increases:

8. Social rents are Regulated by the Regulator of Social Housing and the Rent Standard provides guidance on how to adjust the rent formula to the new consumer price index (CPI) and to calculate the rent increase using the correct annual percentage to inflate rent. The options considered are:
 1. Apply rent standard and set rents at maximum level of CPI +1% (with CPI being at the September 2023 level of 6.7%)
 2. Increase rents at an amount lower than the Rent Standard.

Preferred Option:

9. Rents: Option 1. Following Government guidance, preferred option is to apply rent increases of 7.7% for non- sheltered tenants, sheltered and affordable tenants. This will enable the council to continue to meet its long-term capital investment objectives. A reduction of 1 %, to the allowed increase in 2024/25 of 7.7% would result in a loss of £13.2m of resources over the 30 year-life of the HRA business plan.

Council House Building Programme:

10. Options to be Considered:
 - 1.The Council continuing with a council house building programme within the HRA
 2. Reduce the new build programme within the HRA
11. **Option 1:** This provides up to 519 much needed new homes across a mix of tenures including affordable rented and shared ownership accommodation as part of the BCHfL programme and Homes for Harrow-Phase 2 within the Council's HRA and partly in collaboration with the Harrow Strategic Development Partnership (**HSDP**). Of the 519 homes, 217 have been completed and 54 are on site. Through this option the Homes will be owned and managed via the HRA itself.
12. **Option 2:**In the event risks around the HRA place core services and investment at risk the new build programme would be scaled back, reducing the number of homes to be built and the costs to be incurred or deferring them until such time as they are affordable to the HRA In this option another Registered Provider would acquire the affordable homes being delivered by the HSDP and the council would rely on having nomination rights to these homes rather than owning and managing them itself. The council would deliver the already approved regeneration of Grange Farm and the small programme of new build homes within the HRA.

Preferred Option

13. Option 1 is the preferred option as it is currently affordable to the HRA and will provide much needed housing supply and securing the longer-term viability of the Council's HRA through an increase in rent.

Background

14. The housing, construction sector and energy markets continue to see high levels of inflation in the current climate. This is reflected in the figures within the MTFS and HRA Business Plan presented in Appendix 7b.
15. To ensure that the HRA can afford to deliver the investment required in existing stock and the 519 New Build units the cost of the additional services provided must be fully recovered where possible to ensure that HRA borrowing remains affordable and avoid the HRA falling into a deficit budget position over the medium to long term.
16. Given the scale of the new build programme and associated risks the cost base of the HRA must now be kept under constant review to ensure continued viability of the HRA.

Consultation

17. Under s.105 of the Housing Act 1985, the Council is required to maintain such arrangements as it considers appropriate to enable secure tenants to be informed and consulted about housing management matters which substantially affect them. However, rent payable under a secure tenancy or to charges for services and facility provided by the authority are specifically excluded from the definition of housing management; therefore, there is no statutory requirement to consult secure tenants on proposed rent changes. The Council has however, always consulted residents on proposed changes via representative groups

Balances

18. HRA revenue balances were £5.429m at the 31 March 2023. These include general balances of £4.429m required to mitigate against one off unforeseen events and are forecast to be £4.136 at the 31 March 2024 above the minimum balances of 7% of Rental Income circa £2.4m as required by the Business Plan.
 - There are specific reserves to support repairs (inclusive of litigation claims for disrepair & mould) and regeneration support unexpected client-side costs and risks arising from new build developments. These specific reserves are all within the HRA and are estimated to total £2.833m as the 31 of March 2024, as shown below:

	31/03/2023	2023/24 Movements	31/03/2024
	£'000	£'000	£'000

General Reserve	4,429	-293	4,136
Repairs and Maintenance	278	633	911
Regeneration	722	1,200	1,922
Specific Reserves	1,000	1,833	2,833
Total Reserves	5,429	1,540	6,969

19. The budgets for the financial years 2024-25 to 2026-27 remain above the minimum requirement of 7% of rental income for each year. See Appendix 1.

Income

Assumptions supporting main HRA income streams set out below:

Dwelling rents

20. Each year the Government and the Regulator of Social Housing set a Rent Standard to which Councils must adhere to when setting the annual rents. The Chancellor in his latest release of Autumn Statement, November 2023, confirms the Rent Standard assumes that rents to existing tenants can increase by a maximum of 7.7% (no divergence from policy) and hence the proposal is to increase rents for 2024/25 by September 2023 CPI – 6.7% + 1%. This would result in an increase in rents for social, affordable, and sheltered rents by 7.7%
21. Rent increases for shared ownership properties are set out in the lease. The leases for the existing 5 shared ownership (SO) properties built before October 2023, allow for a September RPI + ½ %. Following guidance updates from the GLA, rent increases for GLA named shared ownership projects, on or after the 12 October 2023, allow increases by CPI+1 % to be in line with affordable and social rent increases. It is proposed, the existing pre-October 2023 SO rent increases are reviewed annually, and for 2024/25, these are also to increase by 7.7%

Right-to-Buy Sales.

22. There have been 8 sales under Right-to-Buy (“RTB”) so far in 2023-24 and a further 8 are assumed this year with 14 expected in 2024/25 reducing each year to 6 per annum from 2031-32 and the remainder of the Business Plan.
23. The Council continues to retain the capital receipts arising from the sale of Right to Buy properties. In line with the updated retention agreement signed with the Government, receipts must be used within five years to fund a maximum of 40% of spend on the supply of homes for: social rent, shared ownership, and sale as First Homes. It is not possible to combine GLA grant and RTB 1-4-1 receipts to fund new build projects. Failure to utilise these receipts will mean they will be paid to the

Government with a high interest penalty. The Business Plan assumes the receipts are fully applied in the next ten years, to eligible projects, and repaid in the latter years.

Service charges: Tenants and Leaseholders

24. Tenants who benefit from specific services pay a charge to the Council on a weekly basis in addition to their weekly rent charge. In view of this, we have reflected the charge levied to those who live on the street properties and on the estate. Service charges are not subject to the rental increase of 7.7% but are based on full cost recovery. Leaseholders are invoiced annually by the end of September for the previous financial year, based on actual costs.
25. In 2023/24, Tenant Service charges, across all tenures were reviewed to reflect level of services provided to each block and estate and based on the cost of the services. The review resulted in greater transparency for service charges so that tenants who receive the service will pay the same weekly charge. Following feedback from tenants in 2023/24 further refinements to tenant charges have been made and the charges adjusted accordingly. This has resulted in an average weekly charge, across all tenures, of 12%, of these tenants 70 % are in receipt of housing benefit. The increase in service charges is mainly in respect of cleaning and caretaking following customer feedback. Tenants' charges will therefore vary according to the new level of cleaning service being provided.
26. Services charges to Sheltered residents include the cost of communal heating provided within their blocks and 88% of these residents are in receipt of housing benefit.
27. Facility charges to sheltered properties and heating charges to tenanted properties are proposed to increase to an average of £30.80 per week which is a 7% increase. The new charge includes 7% increase on 2023-24 charges to reflect forecast energy rises. Failure to implement these charges would mean full cost recovery would not be achieved. When a full year's actual costs are reviewed, any adjustment between actuals costs incurred and charges levied will be adjusted in future years charges.
28. **Enhanced Management fee:** This is a charge for the services provided to sheltered residence that is over and above to that what is provided to tenants.

Other Income

29. It is proposed to increase all garages and parking spaces and all other income by 7% in line with corporate guidance. Though CPI has reduced to 4.8% in October 2024 there remains uncertainty in the economic situation going forward. In particular energy costs, that form a large part of the facility charges to residents, which although relatively stable in 2023/24 remain a risk going forward.
30. We collect water rates on behalf of Affinity Water and Castle Water. This charge is added to some properties in sheltered scheme, in addition to their rent and other charges. The increases of up to 7% will be applied to their water charge as per

Appendix 4 and is based on an anticipated increase. If the actual increase, when known in April 2024, is lower than the anticipated increase of 7%, then the lower rate will be charged.

31. Charges for community halls hire are set out in Appendix 5 and due to Increase by 7%

Expenditure

Assumptions supporting main HRA expenditure items set out below:

Employee Costs

32. The budget figures include an estimate of the pay award of 5.5% for 2024-25 after taking into account 2023-24 pressures.
33. The management structures across housing are being reviewed to ensure that they are fit for purpose, enable the Council to meet its obligations as a responsible landlord and are consistent with the wider council restructure. These are expected to deliver efficiencies to the HRA which will in turn improve the base position which will be presented in future revisions of the HRA business plan.
34. Several members of staff spend their time on both HRA and General Fund activities and as a result staff costs are split based on percentages of time relevant to services.
35. As part of the budget setting process, bids for additional resources were reviewed and approved and have been incorporated within the future budgets.

Utility Costs

36. These are increased by 7%, in line with corporate assumptions.

Central Recharges

37. Costs of support services, which are estimated to increase by 5.5%. in 2024-25 to £3.8m.

Repairs

38. The current repairs service contract expires in June 2024 and a procurement exercise is underway to renew the repairs contract. The re-procurement of the Repairs and Voids Contract including Property Acquisition properties (PAP) will commence on the 1 July 2024 and expire on the 30 June 2028 with the option to extend for a further 4 years in periods of 2 years. As such we have undertaken a comprehensive review of our repairs, voids, maintenance and compliance budgets to ensure they adequately reflect current and future needs. This shows an increase in budget requirement from previous years of £970k, the growth reflecting changing requirements, under budgeting in previous years, programmes moving from capital to revenue and preparation for the new contract. This growth of £970k is offset by reductions in budgets of £470k following a review of actual and anticipated levels

of demand. Contractual inflation applied varies from 5% to 9% in accordance with the contract terms.

39. We have included sufficient monies to continue to address our compliance regimes, both to support our current approaches and to address the future requirements flowing from the Fire Safety Act 2020, and the Building Safety Act 2022 and Fire Safety (England) Regulations 2022, including the likely need for a bi-annual check of all fire doors and improved building safety information.
40. A high-quality housing repairs service is central to our commitment to providing good quality homes for our tenants and residents. The new repairs contract due in June 2024 coupled with the IT integration is crucial to the modernisation of the service. Running in parallel will be 3-year capital works programme and aligned with the new Asset Management strategy will move to a 60/40 planned to responsive spend ratio over the next 3-5 years.
41. Budgets have been included for the provision of Planned Preventative Maintenance programme, including gutter and drain clearance and replacement and cyclical decorating programmes. These programmes will allow us to proactively manage our stock and move from a predominantly responsive service to a more planned approach, which will improve the service for our customers, and provide better long-term value for money.
42. The addition of pro-active cyclical programmes will also ensure we minimise legal disrepair claims, reduce the cost of both managing the claims and any compensation and helping to reduce some of the inherent issues which arise when these programmes are stopped, such as leaks from guttering and damp issue. This in turn will help to reduce complaints from our customers.
43. These costs and the wider repairs budget will be reviewed in 23-24 in preparation for the new repairs' contracts.

Bad debt provision

44. Collection rates for current tenant arrears remain at close to 100%. This is reflected in the provision for rent arrears of £158k for former tenants being sufficient to cover any write off related to bad debts. Future years budgets have factored in future assumptions with rent changes.

General Contingency

45. In addition to HRA reserves, there is a contingency of £558k that is set aside to cover unforeseen expenditure that may arise in the management and maintenance of the housing stock or in-service development initiatives. This will also be used to meet the pay award for 2024-25.
46. Applications for support from this general contingency will be considered on a case-by-case basis with due regard to the position of the whole HRA.

Charges for Capital

47. HRA Borrowing is divided into historic and new borrowing:

- **Historic debt** – includes debt that Councils were required to raise at the time of Self Financing in 2012 to leave the subsidy system and resulted in the Council reaching the Government imposed cap of £150.683m; this is now being progressively reduced in line with RTB disposals thereby reducing interest exposure and providing capacity for future investment. As at the 31 March 2023 the balance was £148.127m. Interest on this historic debt, shared in a single loans pool with General Fund, averages at 4.05% and is assumed to continue at this level.
- **New borrowing:** Used to fund new development and planned investment programmes (£96.773) a slight increase of £0.733m from the total borrowing originally approved in February 2023.

BCHfL Programme (GLA AHP 2016-23)- the schemes within this programme are now being developed out and due to complete within 2024/25. The revised borrowing requirement now stands at £27.70m. S106 contributions, GLA grants and internal resources will also be applied against this programme.

Homes for Harrow-Phase 2(GLA AHP 2021-26)- the next phase of proposed new council housing development, enabling an additional 175 units to be developed at a total development cost of £69,739m of which new borrowing is £37.5m. (See funding table below for full total resources being applied-appendix 6(b)). This is planned to be delivered in collaboration with the Harrow Strategic Development Partnership (HSDP) and hence a placeholder budget has been incorporated within the capital programme to this effect. Should the schemes not be delivered through the HSDP, then approval is sought to substitute a HRA acquisition programme or other such schemes which allow the funding sources to be fully utilised to ensure the target 175 homes are delivered and funded sources maximised.

Planned investment-Main programme and Decarbonisation - borrowing of £22.0m and £9.538m is used to fund the planned investment and decarbonisation programmes following the reduction in the Major Repair Reserve used to fund capital expenditure due to a change in methodology applied to the calculation of depreciation.

There will be no impact on General Fund due to this borrowing, with the HRA meeting the financing costs associated with the debt. The interest rate to be applied on the new borrowing requirement from 2024-25 is assumed to be payable at a rate of 4.7%, then 3.9% in 2025/26, and 3.6% across the remaining 5- year borrowing period, with 2024-25 being year 1.

- HRA rules do not require the debt to attract Minimum Revenue Provision (**MRP**), a mandatory charge in General Fund designed to ensure the cost of the asset is charged to revenue over its useful economic life. Depreciation in the HRA counts as a genuine charge against revenue and transfers resources to the HRA's Major Repairs Reserve which can be used to finance capital expenditure.

Capital Investment

Planned Investment Programme

48. The Planned Investment 3–5-year programme commencing in 2024-25 is targeting annual capital spend of £11.421m. In 2024-25 £8.428m was already approved leaving growth of £2.993m. A similar position is represented in 2025-26 with £8.428 approved and proposed growth of £3.602m. The next 3 years 2026-27 to 2028-29 will have an annual of programme of £11.9m. Additional growth is required to deliver an HRA capital programme that meets the Good Quality Homes outputs and this is informed from the most up to date asset appraisal information.

Following completion of multiple compliance work streams in the past 5 years, the Business plan indicates a growth requirement to help tackle a backlog of Decent Homes priorities together with a plan of action that accounts for the shift in market conditions impacting a new Schedule of Rates and indices showing an increase in material and supply chain costs impacting all projects.

Investment in health and safety and compliance works is the main priority along with wider improvements including kitchens and bathroom, estate improvements, decarbonisation and the current and any future Decent Homes Standard. Following on from the Asset Management strategy agreed at Cabinet January 2023, the service is aiming for a 'golden ratio' of service spend of at least 60% planned and preventative activities and 40% responsive activities. A key innovation in delivering this will be through incorporating up to £1m per annum of Capital planned works. The successful provider of the responsive repairs contract will from year two of the contract be required to submit an 'Annual Investment Plan' which based on intelligence from repairs volumes of the preceding year demonstrates how through planned investment can reduce day to day repairs volumes and provide value for money to the Council.

Decarbonisation and Retrofit

49. Since commencing the housing retrofit programme in 2022 the Council has received commendation with seven national awards including prestigious category wins across innovation, programme implementation and landlord of the year categories at Europe's biggest housing event. This is testament to Harrow's innovative approach to scale-up retrofit, spearheading progress on the roadmap to net zero.

The Council is looking to continue these successes with the implementation of major retrofit projects to deliver the much-needed investment required across housing decarbonisation. Retrofit investment is prioritised by key Central Government, London Councils Mayor of London, and Borough climate emergency targets. The Decarbonisation | Retrofit growth bid proposes a 3-year programme from 2024/25 to 2026/27, making headway on the Council's strategic plan to reach a mean average EPC C rating by 2030. Other key deliverables include tackling fuel poverty, reducing carbon emissions and improving heat retention across homes.

Home Energy Transition (HET) Programme to be 100% funded by the GLA Green Finance Fund at up to 40 base points below the Public Works Loan Board Rate. The growth bid is being submitted in parallel with a Green Finance application. The Council has completed phase 2 of the application following a successful committee meeting interview process. The Council is scheduled to complete the full application for submission between December 2023 to January 2024. The capital programme assumes a 25-year loan will be taken out and full repayment of this loan has been built into the business plan.

The programme will consist of five major projects to be delivered under the HET umbrella programme. Delivery is planned across three financial years from 2024/25 to 2026/27 in a systematic and phased approach with external audit. The outcomes will deliver significant carbon tonne savings and renewable energy (KW) power production. The programme will address fuel poverty with tangible bill (£) reductions per home.

Building Council Homes for Londoners (BCHfL)

50. The Grange Farm Regeneration scheme will demolish homes and re-provide around 269 new council homes within a mixed tenure estate. Cabinet approved budget allocations on 13 February 2020 for Phase 1, which is now completed and Phase 2 of the scheme which is currently being designed.
51. In November 2021, Cabinet gave in principle approval to commissioning the HSDP to work up a Business Plan and deliver Grange Farm Close and in November 2022 approved the initial business plan for Phase 2. Phase 2 is part of the BCHfL programme, Phase 3 sits outside this programme. The 5-year HRA capital programme includes the budget for Phase 2 based on an initial business plan. Budget for Phase 3 has been built into take a scheme to planning. Both these phases have slipped into 2024/25. An indicative placeholder budget is included into the HRA business plan for Grange Farm Phase 3. The initial Business Plan for this scheme will be developed once Phase 2 is on site when a more accurate estimate of build costs is available.
52. The current BCHfL programme is coming to an end with possible start on sites by end of March 2023 in place. Of the 344 BCHfL homes, 207 have been completed, 54 are on site and 83 (Grange Farm Phase 2) are in feasibility.
53. A new council house building programme is proposed, Homes for Harrow Phase 2, which will enable the delivery of a further 175, giving a total of 519 new homes. Should the Homes for Harrow Phase 2 not go ahead as planned approval is being sort to allow a substitution in the form of an acquisition programme to ensure maximum utilisation of HRA 1-4-1 receipts which otherwise would have to be return to the Government
54. Full utilisation of approved grant and borrowing, would be assumed and tested on an ongoing basis against a suite of assumptions using the HRA Business Plan.

55. Regular review and testing of assumptions would ensure continued viability given changing macro-economic and regulatory assumptions with appropriate mitigations against identified risks.
56. To ensure resources are not over extended and it remains affordable the programme will be expedited in phases with viability reviewed at each stage before starting on the next phase.

HRA 30 Year Business Plan

57. The Housing Revenue Account 30-year Business plan details how the Council uses tenants' rents, service charges, grants and borrowing to manage, maintain and develop properties.
58. The plan has been refreshed to reflect the 2024/25 budget, reflecting the delivery of the new build programme; current policy and finances increased borrowing and borrowing costs & inflation. It also outlines the Council's continued ambitions to build more council homes, invest in improving the quality of current stock and improve energy efficiency.
59. The objectives of the refreshed HRA business plan are to show sustainability of the Council's existing homes, demonstrate the viability of the Authority's plans into the longer term and identify & source funding for investment in new developments. In 2024/25, a review will be undertaken to develop an investment strategy to review and refresh current assumptions and maximise the number of new homes available across the 30-year business plan.
60. The updated business plan encompasses projected income and expenditure, including continued investment in the stock and the New Build & Acquisition programme, providing assurance that the HRA will retain adequate cash balances and achieve viable surpluses over the 30-year lifetime of the business plan.
61. There is insufficient funding available for the proposed programmes without taking on additional debt. The refreshed 30-year business plan is projecting new borrowing totalling £96.773 million over years 2024-25 to 2027/28 to deliver the new developments and additional investment in the existing stock. The existing debt (CFR) is £181,224m (1 April 2024/25).
62. This increased level of borrowing is considered affordable for the HRA and is dependent on what is sustainable under the current assumptions for the projected income and expenditure profiles. Should any projected assumptions such as inflation, interest rates, income or expenditure be less favourable than is currently modelled, proposals would need to be urgently sought to ensure the continued viability of the business plan.
63. The Business Plan makes provision for the repayment of some of treasury debt. It would be prudent, in future Business Plans, once projects have been completed, to make provision to reduce debt levels. This level of debt needs to be sustainable in the long term and supported through the Council's Treasury Management policy.

HRA Business Plan Model – Key Assumptions

1. The HRA Business Plan was recently refreshed to reflect the latest assumptions on inflation and income and expenditure budgets. The updated plan includes the proposed investment and capital resources for existing stock and new build developments. A summary of the key assumptions that underpin the 30-year business plan is detailed in Appendix 7(a) below.
2. Attached at Appendix 7(b) are extracts from the HRA 30-year Business Plan financial model. Year 1 of the business plan is based on the 2024-25 budget. The capital expenditure for 2024/25 of £32.319m includes the MTFs additional capital for 2024/25 expenditure of £20.523m (Appendix 6(a)) and estimated slippage of £11.796m from 2023/24.
3. The plan for the HRA is based on keeping a minimum of 7% of rental income in working balances and using reserves above this figure to invest in the major works programme. It has been assumed that all available resources over and above those required for revenue spend, payment of interest on debt and maintaining minimum reserves, are available for major works, including the use of s106 contributions available for affordable housing use, for as long as the Asset Management Strategy requires it.
4. The HRA is also exposed to interest rate fluctuations, which could have a significant impact on revenue budgets, future borrowings, and the overall business plan.

Consultation Papers, new developments, and challenges

64. The Governments Decarbonisation agenda, to achieve net zero by 2050 is the most significant challenge and costs have been estimated at £17k per unit across the country, in LBH case this equates to circa minimum £81m for the Housing Revenue Account. The Capital Budget, Appendix 6(a) includes £15.339m for the first three years of the MTFs for decarbonisation expenditure and the Council is working with the GLA and Central Government agencies to secure additional funding to work towards achieving the Governments net zero target.
65. The Government, following consultation and the White Paper in 2020, will be introducing a new Decent Homes Standard. When the time lines and more details are known future Business Plans and the HRA MTFs will be updated to reflect the changes.
66. The Councils response to the changes to regulation due to the Social Housing (Regulation) Act 2023 are:
 - A Housing Improvement Programme is in place to prepare for the implementation of the Social Housing (Regulation) Act 2023, including a board, 6 themed working groups, and an action plan.
 - The Housing Improvement Board is responding to government consultation relating to the changes to the regulation of social housing.
 - It is expected that the new Consumer Standards and the new Code of Guidance will be published in early 2024.

- The Regulator of Social Housing has confirmed that landlords which own more than 1,000 homes must submit their first Tenant Satisfaction Measures (TSMs) data return by 30 June 2024.
- The Housing Service is implementing the requirements of the Building Safety Act 2022.
- Further details are expected in early 2024 regarding new set timescales for responding to damp and mould and other health hazards and a new requirement for social landlords to carry out fire safety checks.
- A consultation on amendments to the Decent Homes Standard is expected in 2024.

Variation to Approved budgets 2022-24

67. The changes in the budget approved by Cabinet on 16 February 2023 are detailed in the table below:

	£ '000	Comment
Budget 2023/24(surplus)	423	
Savings 2024/25	740	Repairs budgets reviewed and additional income for Leasehold s
Growth 2024/25	-1,500	Additional R&M & Estate staff and increases in operational budgets following review as part of budget setting process
Price increases 2024/25	-1,115	Pay award £408k, R&M contractual inflation £661k other inflation £46k
Depreciation Reduction	948	This reduction follows a review of component lives that are the basis for this charge
Capital charges	198	Capitalisation of new post for Planned Investment and programme
Interest charges	-516	Increase in borrowing requirement in the budget
Income changes	2,659	Increase in rental income 7.7% & F&C 7%
Budget 2024/25(surplus)	1,837	

Summary

68. HRA Budget and MTFS detailed in Appendix 1 include rent increases at 7.7% and in line with Government guidance.
69. Figures presented reflect price pressures and growth in the HRA to ensure compliance with legislation. Fees and charges to tenants have been increased to ensure full cost recovery and the HRA remains financially sustainable.
70. The budgets show in year surpluses all three years of the MTFS of £1,837k for 2024-25, £1,267k for 2025-26 and £126k for 2026-27. Revenue reserves are maintained above the minimum level of 7% of income required over the life of the MTFS.

71. The long-term viability of the Council’s HRA is dependent on the completion of the new build programme within the budget envelope provided therefore continuous review of the cost base of the HRA and underlying assumptions are essential.
72. National housing policies and changes proposed by future Governments could have an adverse impact on the HRA business plan and could require additional resources to address any unexpected changes.

Environmental Implications

73. All new homes must meet high standards of energy efficiency to reduce CO2 emissions and reduce fuel poverty as required by the London Plan. We have already invested in some of our poorest performing energy efficient Council homes by installing external wall insulation and continue programmes to install double glazing and the most efficient gas condensing boilers. The proposed retrofit programme will enhance the energy performance Council homes and contribute to Harrow’s carbon reduction targets.

Data Protection Implications

74. There are no GDPR implications.

Risk Management Implications

- Risks included on corporate or directorate risk register? Yes
- Separate risk register in place? No

The relevant risks contained in the register are attached/refreshed and summarised below:

75. If the identified risks materialise individually or collectively, they could impede delivery of core services, or impact the HRA’s financial viability. The following key risks are:

Risk Description	Mitigations	RAG Status
<ul style="list-style-type: none"> • Rents are set too high breaching the government rent policy or too low causing the revenue account to generate further deficits 	<p>Rents set in accordance with government rent policy. Most tenants are in receipt of either Housing Benefit or Universal Credit which cover the proposed increase.</p>	Green
<ul style="list-style-type: none"> • Service Charges – failure to set charges to residents at a level that reflect full cost recovery 	<p>Service Charge based calculated on full cost recovery. Most residents (some 90%) are on benefits and won’t directly feel any increases.</p>	Green
<ul style="list-style-type: none"> • Interest rates –These have been assumed for new borrowing at 4.7% for 2024/25, 3.9% for 2025/26 and 3.6% for 2026/27 budgets. Increases in excess of this will put the BCHfL 	<p>The Council is reviewing its borrowing strategy and consideration given to securing fixed rate deals at prevailing low rates.</p>	Amber

programme at risk as not all homes will be completed and generating sufficient rental streams to service the debt.		
<ul style="list-style-type: none"> • General Inflation rates- Inflation rates currently being experienced are relatively high which adversely impacts the HRA. Rental increases are based on September CPI plus 1% (6.7%). 	The policy on full cost recovery for services provided is being enforced. If inflation rises above that assumed in the budget generally or spikes as a result of macro-economic climate, reductions in spend made need to be made or growth recommended in the MTFS update removed	Amber
<ul style="list-style-type: none"> • Increases in Rents and Charges The increase in rents, service, heating and community charges does not cover the Council's costs 	-Management plan in place to reduce energy consumption and linked costs -Awareness training was provided in 2023/24 to residents on all sites in efficiency to influence consumption and reduce costs	Amber
<ul style="list-style-type: none"> • Rising Energy Costs • Rises in energy costs create significant cost over-runs and are unaffordable for the HRA and capital programme 	-See measures above - Focusing is on sheltered housing as a key consumption location	Amber
<ul style="list-style-type: none"> • Change in Government Rent Policy. The business plan assumes that the rent from 2025/26 will continue to increase in line with CPI 	-Should increase be below CPI Efficiency savings will need to be identified to address the shortfall of income, to maintain HRA reserves, which may impact the viability of the HRA.	Amber
<ul style="list-style-type: none"> • Construction costs increases continue longer term. Which are also not covered by reserves preventing the delivery of the new build programme and wider capital programme within the designated budget envelop 	To mitigate this position <ul style="list-style-type: none"> ▪ reprofiling and reprioritising of schemes to live within available resources. ▪ secure materials and resources early in the contract ▪ increase market testing ▪ Contingencies in place on each individual capital scheme ▪ Increase in the client-side ear-marked Regeneration Reserve (£2.1M by the end of next year) in place to address unforeseen costs. 	Amber
<ul style="list-style-type: none"> • Delays to schemes - GLA grant funding and additional borrowing will be linked to successful delivery of additional housing supply in line with agreed targets for start on sites and completions. Failure to deliver new supply in line with these targets could result in withdrawal of funding and/or borrowing which would result in lower or delayed rental income streams and potential write off costs to the revenue account. 	In mitigation regular monitoring of new build schemes and update of the overarching HRA Business Plan will identify potential delays and appropriate action taken to substitute and expedite schemes ensuring full grant utilisation and keeping rental income in line with expectations. The Regeneration reserve can be deployed to offset unforeseen revenue costs if required.	Amber
<ul style="list-style-type: none"> • Regular review and testing of assumptions underlying the HRA and Council house building programme and its wider cost base, are not undertaken leading to the programme becoming unviable and resources over extended 	<ul style="list-style-type: none"> ▪ Every scheme has to be Net Present Value (NPV) positive before proceeding. ▪ At any stage of the process a scheme can be aborted if rising costs are unacceptable ▪ Numbers of units can be scaled back to meet the funding envelop. ▪ Each scheme must be viable under the 30-year HRA business plan which is scenario-tested on assumptions. 	Green

	<ul style="list-style-type: none"> ▪ There is regular challenge of the model by our external advisors and consultants. ▪ Challenge is also affected internally by regular management meetings at the Council 	
<ul style="list-style-type: none"> • Tenants cannot afford to pay the increases in rent, service and heating charges leading to complaints and opposition to the increases and an increase in tenants' arrears and debt 	<ul style="list-style-type: none"> ▪ Most residents (some 90%) are on benefits and don't directly pay their rent (this deducted automatically) ▪ Government help is available for those on Universal Credit ▪ Advice and support given directly to tenants ▪ There will be consultation with tenants on the proposed increases 	
<ul style="list-style-type: none"> • The Council does not adequately engage with tenants on increases in rent and other charges leading to tenant opposition to the increases and reputational damage/challenges for the Council 	<ul style="list-style-type: none"> ▪ There has been consultation in best practice terms with tenants on the increases in fees and charges during 2023/24 and a realisation some increases were overdue. 	
<ul style="list-style-type: none"> • The higher costs of sheltered housing are not fully recovered leading to increased pressures on the HRA budget 	<ul style="list-style-type: none"> ▪ Awareness training and inspections are in place to sheltered residents energy consumption in efficiency terms and this is in progress to influence consumption and so to reduce costs 	
<ul style="list-style-type: none"> • S106 contributions are not used appropriately 	<ul style="list-style-type: none"> ▪ We have a list from planning of Sect 106 relating to affordable housing which we use as a base for funding. ▪ Cabinet approval required to use this resource. ▪ Regular focus from external and internal audit in this area 	
<ul style="list-style-type: none"> • RTB receipts are not fully applied to eligible projects over the next 10 years leading to these receipts being paid back to the government plus a penalty 	<ul style="list-style-type: none"> ▪ RTB receipts are based on the HRA plan which is subject to regular review ▪ We have stand-by schemes to spend RTB receipts should other schemes not progress. ▪ Regular review of capital schemes by Regeneration Board and also finance to make sure RTB funded schemes are on track 	
<ul style="list-style-type: none"> • The introduction of a new repairs contract is not successful leading to increased costs on the HRA and to an increase the level of tenants' complaints and dissatisfaction 	<ul style="list-style-type: none"> ▪ External consultant support recruited to drive competitive procurement of the contractor. ▪ Quantity surveyor in place to scrutinise contractor bills on an expert basis 	
<ul style="list-style-type: none"> • The introduction of new arrangements for IT systems investment and transformation are not successful leading to increased costs on the HRA and capital programme and to an increase the level of tenants complaints and dissatisfaction 	<ul style="list-style-type: none"> ▪ We require a sound business case before any IT is commissioned. ▪ Weaknesses of current system identified and a focus for revision ▪ All stakeholders have been mapped and their requirements carefully identified. ▪ Extensive user involvement and consultation undertaken. ▪ Package will be a standard package less prone to errors/malfunction. ▪ Detailed user specifications being created 	

<ul style="list-style-type: none"> • Costs on the decarbonisation agenda are not funded and/or rise to an unaffordable level leading to significant financial pressures impacting on the Council 	<ul style="list-style-type: none"> ▪ If decarbonisation is not affordable in terms of the HRA (and this includes being affordable with any government help/support) then we will not progress the works required 	Green
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Procurement Implications

76. All procurement that is required to be conducted as a result of the recommendations set out in this report will be done so compliant with the Public Contract Regulations 2015 and the Contract Procedure Rules.

Legal Implications

77. Under section 103 of the Housing Act 1985 the terms of a secure tenancy which is a periodic tenancy may be varied by the landlord by a notice of variation served on the tenant. The landlord authority is required to serve a preliminary notice on the secure tenant giving them advance notification of any change proposed to be made to the terms of their tenancy and inviting their comments. A preliminary notice is not required for variation of rent or payments in respect of services or facilities provided by the landlord. Although a preliminary notice is not required in respect of a variation to the rent (or services/facilities) charge, a notice of variation is needed, and this must set out what the change is and the date on which it takes effect. The period between the date on which the notice is served and the date on which it takes effect must be at least four weeks or the rental period, whichever is the longer.
78. Section 105 of the Housing Act 1985 requires a landlord authority to maintain such arrangements as it considers appropriate to enable those secure tenants who are likely to be substantially affected by matters of housing management, to be informed and consulted about the proposals, and before deciding on the matter, the landlord authority must consider any representations made. The legislation sets out what matters of housing management relate to, but this does not extend to the rent payable under a secure tenancy or to charges for services or facilities provided by the authority.
79. The rent reduction requirements brought in under section 23 of the Welfare Reform and Work Act 2016 has now ended and are replaced by the new rent standard, pursuant to a direction by the Secretary of State under section 197 of the Housing & Regeneration Act 2008, which permits Authorities to increase rents by CPI plus 1% for five years starting April 2020.
80. Under section 74 of the Local Government & Housing Act 1989 the Council, as a Local Housing Authority, must maintain a Housing Revenue Account (HRA) which includes sums falling to be credited or debited in accordance with the category of properties listed within s74(1) of the said Act, which consists primarily of Council housing stock. HRA must include any capital expenditure on housing stock which a Local Authority has decided to charge to revenue. Save in accordance with a direction of the Secretary of State, sums may not be transferred between HRA or General Fund, therefore, HRA is ring-fenced and cannot be used to subsidise a

budget deficit within General Fund, neither can General Fund be used to subsidise a budget deficit in HRA. Section 76 of 1989 Act requires Local Authorities to formulate and implement proposals to secure HRA for each financial year does not show a debit balance. If a debit occurs, this must be carried forward to next financial year.

81. Part 3A of the Council's Constitution gives the Cabinet responsibility for the financial strategy for the Council and management of the Council's Capital Programme and Strategy. Part 3A also gives the Cabinet responsibility for all key decisions, with a key decision including the approval of HRA rents and a decision which is likely to be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough.

Financial Implications

82. Contained within the body of the report.

Equalities implications / Public Sector Equality Duty

83. Pursuant to the Equality Act 2010, the Council, in the exercise of its functions, has to have 'due regard' to (i) eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; (ii) advancing equality of opportunity between those with a relevant Rent policy issued in 2020 allowed for social housing providers to increase all rents by the previous September Consumer Prices Index (CPI) rate +1% for a five-year period. For those with a protected characteristic and those without; and (iii) fostering good relations between those with a relevant protected characteristic and those without. The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex, and sexual orientation.
84. When making decisions, the Council must take account of the equality duty and any potential impact on protected groups.
85. A full equalities impact assessment has been carried out in relation to the proposed rents and other charges increases and capital build programme. Negative impacts of increased charges to vulnerable residents in sheltered accommodation were identified along with management actions to mitigate the increases. Consideration was also given to possible impact on residents from Black, Asian and Multi-Ethnic groups as they may be in the lower income bracket and therefore impact more on by the increases in charges.

Council Priorities

1. A council that puts residents first

Provision of additional housing will support health and social care of residents through high quality accommodation at affordable rents.

2. A borough that is clean and safe

The delivery of additional units of high- quality housing ensures that there is additional safe accommodation available to those in need.

3. A place where those in need are supported

The additional housing will be genuinely affordable thereby providing accommodation to the most vulnerable in the Borough. The wheelchair units will provide additional support for those needing that form of accommodation. The shared ownership units provide an opportunity for accessing home ownership for those unable to access full open market housing.

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed by the Chief Financial Officer

Date: 24 November 2023

Statutory Officer: Baljeet Virdee

Signed on behalf of the Monitoring Officer

Date: 6 December 2023

Statutory Officer: Nimesh Mehta

Signed by the Head of Procurement

Date: 6 December 2023

Statutory Officer: Dipti Patel

Signed by the Corporate Director

Date: 6 December 2023

Statutory Officer: Neale Burns

Signed on behalf of the Head of Internal Audit

Date: 6 December 2023

Has the Portfolio Holder(s) been consulted? Yes

Mandatory Checks

Ward Councillors notified: NO- as it impacts on all Wards

EqIA carried out: YES

EqIA cleared by: Jennifer Rock

Section 4 - Contact Details and Background Papers

Contact: Comie Campbell, comie.campbell@harrow.gov.uk

Adrian.Gilham, adrian.gilham@harrow.gov.uk

Background Papers: None

**Call-in waived by the Chair of Overview and Scrutiny
Committee - NO**

HRA Budget 2024-25 and MTFS 2025-26 to 2026-27 –

	2024.25	2025.26	2026.27
	£000	£000	£000
INCOME AND EXPENDITURE ACCOUNT			
Income			
Dwelling Rents	(35,628)	(36,616)	(37,654)
Voids	572	585	600
Net Rents	(35,056)	(36,031)	(37,054)
Non-Dwelling Rents	(513)	(528)	(544)
Charges for services and facilities	(4,097)	(4,215)	(4,336)
Contribution towards expenditure	(1,501)	(1,546)	(1,592)
Other Income	(269)	(269)	(8)
Income Total	(41,436)	(42,589)	(43,534)
Expenditure			
Repairs and maintenance	10,552	10,869	11,195
Supervision and management	13,435	13,704	13,978
Rents, rates, taxes and other charges	141	145	149
(Increase)/decrease in provision for bad debts	158	162	167
Depreciation and impairment of fixed assets	7,788	8,031	8,262
Debt management costs	36	36	36
Expenditure Total	32,110	32,947	33,787
Net cost of services	(9,326)	(9,642)	(9,747)
Interest payable including amortisation	7,580	8,422	9,651
HRA Investment income	(91)	(47)	(30)
(Surplus) / deficit for the year	(1,837)	(1,267)	(126)
STATEMENT OF MOVEMENT ON THE HRA BALANCE			
HRA Balance Brought Forward	(4,136)	(5,973)	(7,240)
HRA Balance Carried Forward	(5,973)	(7,240)	(7,366)
Minimum Reserve Required	(2,616)	(2,689)	(2,765)

Appendix 2

Average Rent & Service Charges – All properties

Description	No. units	2023-24 Total weekly Charge	2024-25 Rent	2024- 25 Service Charge	2024-25 Total	Total Increase
		£	£	£	£	£
Social General Needs						
Bedsit	100	110.44	109.35	11.10	120.46	10.02
1 bed	1,243	120.82	120.81	10.66	131.47	10.65
2 beds	1,308	138.82	141.23	8.70	149.92	11.11
3 beds	1,315	158.38	163.93	5.93	169.86	11.48
4 beds	91	173.23	180.61	5.49	186.10	12.87
5 beds	12	182.23	190.09	6.36	196.45	14.22
6 beds	2	195.28	206.29	3.47	209.76	14.48
7 beds	1	204.13	219.85	-	219.85	15.72
Total	4,072	139.89	142.62	8.38	151.00	11.11
Sheltered						
Total	504	130.51	122.42	17.46	139.89	9.38
Affordable						
1 bed	30	190.86	188.12	5.24	193.36	2.51
2 beds	75	212.75	210.52	4.10	214.62	1.88
3 beds	28	229.68	234.92	5.50	240.42	10.74
4 beds	6	243.48	259.03	9.37	268.40	24.92
Total	139	212.76	212.69	4.86	217.55	4.79
Shared Ownership						
3	5	223.78	226.86	14.72	241.58	17.80
Total	5	223.78	226.86	14.72	241.58	17.80
Total Units	4,720	141.12	142.61	9.25	151.87	10.75

Garages/ parking space, Facility Charges & Enhanced Management Service Charge

Garages

All in £s	Current Weekly Rental 2023-24	Proposed Weekly Rental 2024-24
Garages	15.60	16.60
Car Spaces	10.20	10.90

Facility Charges and Enhanced Management Service Charge

	No. of properties	Facility charge 2023/24	Proposed Facility Charges 2024/25	Increase
Facility Charges		£	£	£
Sheltered				
Bed Sit	12	21.30	22.80	1.50
1 bed	490	30.70	32.80	2.10
2 bed	4	45.70	48.90	3.20
3 bed	6	45.20	48.40	3.20
Total Sheltered	512	30.80	33.00	2.20
General Needs				
1 bed	97	17.90	19.20	1.30
2 bed	1	45.70	48.90	3.20
3 bed	2	45.70	48.90	3.20
Total General Needs	100	18.80	20.10	1.30
Total Facility Charges	612	28.80	30.80	2.00
Sheltered – only				
Enhanced Management Service Charge	504	20.60	22.00	1.40

Appendix 4

Water Charges

Sheltered Block	No.of flats	Current Range Water Charge 2023-24		Proposed Range Charge at 7.0% increase for 2024-25	
		Lower	Higher	Lower	Higher
Alma Court	30	£6.30	£6.30	£6.70	£6.70
Edwin Ware Court	30	£5.40	£7.00	£5.80	£7.50
Grange Court	30	£5.40	£6.70	£5.80	£7.20
John Lamb Court	32	£6.70	£6.70	£7.20	£7.20
William Allen House	29	£5.40	£6.70	£5.80	£7.20
Total No of Sheltered Flats	151				
Resident Warden Accommodation	3	£8.50	£9.40	£9.10	£10.10
Total Sheltered Flats incl Warden	154				

Responsibility for collection of water charges has been transferred for the majority of HRA properties to the water company. The Council collects water charges for remaining properties which have not yet been transferred to water company.

Appendix 5

Community Halls

Community Hall and Capacity	Current 2023-24			Proposed 2024-25		
	Charges per first 3 hours block booking then subsequent hourly rate			Charges per hour letting 7% Price Increase		
	Evening Rate	Daytime Rate	Weekend Rate	Evening Rate	Daytime Rate	Weekend Rate
	£	£	£	£	£	£
Augustine Road [max 30]	£30.00	£15.00	£45.00	£32.10	£16.10	£48.20
Marsh Road Hall [max 30]	£30.00	£15.00	£45.00	£32.10	£16.10	£48.20
Brookside Hall [max 30]	£30.00	£15.00	£45.00	£32.10	£16.10	£48.20
Julie Cook Hall [max 30]	£30.00	£15.00	£45.00	£32.10	£16.10	£48.20
Grange Farm Community Centre [max 30]	£30.00	£15.00	£45.00	£32.10	£16.10	£48.20
Woodlands Hall [max 60]	£45.00	£23.00	£62.00	£48.20	£24.60	£66.30
Churchill Place [max 100]	£60.00	£27.00	£75.00	£64.20	£28.90	£80.30
Kenmore Park [max 100]	£60.00	£27.00	£75.00	£64.20	£28.90	£80.30
Pinner Hill Hall [max 100]	£60.00	£27.00	£75.00	£64.20	£28.90	£80.30
Northolt Road Hall [max 100]	£60.00	£27.00	£75.00	£64.20	£28.90	£80.30

Terms & Conditions associated with Hall lets:

- Lets to Tenants & Residents Association free, providing 4 weeks' notice Provided.
- Charges shown are exclusive of VAT at 20% and Insurance Premium at 7%
- Day time rates are from 9.00am to 3.30pm
- Commercial lets will be charged at above hourly rates plus 20%.
- Registered Charities will receive a discount of 50% (9.00am to 3.30pm only).
- Block Bookings of 6 months minimum will receive a 25% discount.
- Refundable deposit of £100 against loss or damage required by all other users.

Of the 10 community halls, there are a number of premises that are fully let and supported by lease agreements and therefore charges not levied in accordance with the above schedule. These are:

- Stonegrove Gardens fully let to nursery on lease agreement £12,700 rent pa
- Northolt Road Hall partly let as nursery on lease agreement of £5,200 rent pa
- Churchill Place hall partly let as nursery on lease agreement of £13,000 rent pa

HRA Five Year Capital Programme

Appendix 6 (a)

Budget including additions / re-profiling (£)	MTFS			Additional		Total
	2024-25	2025-26	2026-27	2027-28	2028-29	Cumulative
Main Programme	11,421,340	12,030,000	11,900,000	11,900,000	11,900,000	59,151,340
Decarbonisation-Retrofit	4,738,784	5,050,000	5,550,000	0	0	15,338,784
Aids & Adaptations	645,000	645,000	645,000	645,000	645,000	3,225,000
Planned investment	16,805,124	17,725,000	18,295,000	12,545,000	12,545,000	77,715,124
Grange Farm phase 2	0	13,495,480	18,348,405	3,227,528	0	35,071,413
Other schemes	3,643,470	0	0	0	0	3,643,470
Building Council Homes for Londoners (BCHfL)	3,643,470	13,495,480	18,348,405	3,227,528	0	38,714,883
Homes for Harrow Phase 2	0	15,985,680	25,738,088	24,728,242	3,286,527	69,738,538
Grange Farm Infrastructure	75,000	0	0	0	0	75,000
Total HRA Capital Programme	20,523,594	47,206,160	62,181,493	40,500,770	15,831,527	186,243,545

Additions / Reductions

Additions included in programme above (£)	MTFS			Additional		Total
	2024-25	2025-26	2026-27	2027-28	2028-29	Cumulative
Planned Investment	3,601,952	3,601,952	3,471,952	3,471,952	11,900,000	26,047,808
Decarbonisation-Retrofit SHDF grant	1,230,124	0	0	0	0	1,230,124
Decarbonisation -Retrofit Harrow contribution	900,000	800,000	800,000	0	0	2,500,000
Decarbonisation -Retrofit - Other grant	500,000	2,250,000	2,250,000	0	0	5,000,000
Aids & Adaptations	0	0	0	0	645,000	645,000
Grange Farm Infrastructure	75,000	0	0	0	0	75,000
Total HRA Capital Programme	6,307,076	6,651,952	6,521,952	3,471,952	12,545,000	35,497,932

Reprofiling

Additions included in programme above (£)	MTFS			Additional		Total
	2024-25	2025-26	2026-27	2027-28	2028-29	Cumulative
Grange Farm Ph 2	-13,495,480	-4,852,925	15,120,877	3,227,528	0	0
Retrofit for Energy Efficient	1,108,660	1,000,000	1,500,000	-3,000,000	0	608,660
Main Programme	-608,660	0	0	0	0	-608,660
Homes for Harrow Phase 2	-15,985,680	-9,752,408	1,009,846	21,441,715	3,286,527	0
Total HRA Capital Programme	-28,981,160	-13,605,333	17,630,723	21,669,243	3,286,527	0

Appendix 6(b)

Funding Five Year Capital Programme

	2024.25	2025.26	2026.27	2027.28	2028.29	Total
	£000	£000	£000	£000	£000	£000
CAPITAL EXPENDITURE						
Major Works & Improvements	12,067	12,675	12,545	12,545	12,545	62,377
Works to promote decarbonisation	4,738	5,250	5,750	0	0	15,738
Development Schemes	3,718	29,281	43,886	27,956	3,287	108,128
Total Expenditure	20,523	47,206	62,181	40,501	15,832	186,243
FINANCING						0
External Borrowing	4,433	21,813	43,769	26,757	0	96,773
RTB Receipts	765	690	611	626	641	3,333
RTB – Retained Receipts 1-4-1	4	4,323	6,708	3,624	1,876	16,535
GLA Grant	2,387	6,750	2,250	0	4,500	15,887
Other Capital Receipts	180	0	0	0	0	180
Section 106	620	0	0	0	0	620
RTB Ring Fenced Offer	707	4,247	0	0	0	4,954
Shared Ownership Receipts	1,088	1,088	0	0	5,422	7,597
Major Works - Leasehold contributions	296	623	957	1,182	1,111	4,169
Major Repairs Reserve	10,043	7,672	7,887	8,312	2,281	36,194
Total Financing	20,523	47,206	62,181	40,501	15,832	186,243

Appendix 7(a)

HRA Business plan key assumptions

Item	Assumption
Rents	Rents per Appendix 2 plus i.,e. CPI + 1% 2024/25 then CPI only at 2% from 2025/26
Borrowing and interest	Rates based on latest Treasury advice - 4.7% - 2024/25, 3.9% - 2025/26, 3.6% - 2026/27
	New Borrowing only from 2024-2025 - £97.773m (over 30 years)
	1% on HRA balances in 2024/25 reducing to 0.1% in 2029/30
Debt Repayment	Policy of RTB sales to reduce CFR (Capital Financing Requirement) by provision each year.
CFR	Opening balance 2024/25 £181m Closing at 2027/28 £284m (after completion of new build programme)
Inflation	RPI 3%, 2024/25 then from 3% 2025/26 onwards CPI 2%, 2024/25 then 2% from 2025/26 onwards
Bad Debt Provision	£158k per annum increasing each year for rent increases
RTB sales	14 disposals per annum 2024/25 reducing to 6 from 2031/32 Average valuation £410k, average discount £118k
HRA Central Support Chargers	2024/25 £3.814m (5.5% increase) then increasing by RPI
Depreciation	Dwellings £7.412m based on 2022/23 outturn adjusted for revision to component life following review Non dwellings £375k
Capital investment expenditure - existing stock	2024/25 £12.066, 2025/26- £12.675, then 12.545m for 2026/27 to 2028/29, and decarbonisation - £4.73, 2025/26 £5.0m, 2026/27 £5.5m
Repairs -	Total repairs budget £10.71m at 2024/25 then inflated by RPI
Pay award	5.5% 2024/25, Then RPI - 3% 2025/26
Voids	1.6% average across all tenure types (Zero% for Shared Ownership)
HRA working balance	Set at 7% x Rental income
	Revenue account minimum balances not breached.

HRA 10 Year Operating Account

Appendix 7(b)

Income			Operating Expenditure									
	Net rent Income	Other income	Total Income	Management	Depreciation	Responsive & Cyclical +PPM	Total Operating expenses	Capital Charges	Surplus (Deficit) for the Year	Surplus (Deficit) b/fwd	RCCO	Surplus (Deficit) c/fwd
Year	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
2024.25	(37,374)	(4,061)	(41,435)	13,735	7,787	10,552	32,074	7,524	(1,837)	(4,136)	-	(5,973)
2025.26	(38,413)	(4,175)	(42,588)	14,011	8,031	10,868	32,910	8,411	(1,267)	(5,973)	-	(7,240)
2026.27	(39,502)	(4,032)	(43,534)	14,295	8,262	11,194	33,751	9,657	(126)	(7,240)	-	(7,366)
2027.28	(40,685)	(4,144)	(44,829)	14,583	8,578	11,530	34,691	10,948	810	(7,366)	-	(6,556)
2028.29	(42,515)	(4,269)	(46,784)	14,932	8,876	11,876	35,684	11,433	333	(6,556)	-	(6,223)
2029.30	(44,281)	(4,397)	(48,678)	15,235	9,233	12,232	36,700	11,424	(554)	(6,223)	-	(6,777)
2030.31	(45,254)	(4,529)	(49,783)	15,544	9,495	12,599	37,638	11,416	(729)	(6,777)	-	(7,506)
2031.32	(46,252)	(4,665)	(50,917)	15,859	9,765	12,977	38,601	11,412	(904)	(7,506)	-	(8,410)
2032.33	(47,277)	(4,805)	(52,082)	16,180	10,046	13,367	39,593	11,408	(1,081)	(8,410)	-	(9,491)
2033.34	(48,297)	(4,949)	(53,246)	16,508	10,335	13,768	40,611	11,413	(1,222)	(9,491)	2,077	(8,636)

HRA Business Plan Base 2024-25 to 2033-34 (2024.25 assumes £11.796m slippage from 2024-25)

HRA Business Plan Base 2024-25 to 2033-34 (2024.25 assumes £11.796m slippage from 2024-25)											
Capital Expenditure					Financing						
Year	Major Works & Imps	Works to promote Decarbonisation	New Build Development Costs	Total Expenditure	Borrowing	RTB 141 Receipts	Other RTB Receipts	Other	MRR	RCCO	Total Financing
	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
2023.24 Slippage	4,400	-	7,396	11,796	11,796	-	-	-	-	-	11,796
2024.25	11,936	4,339	4,247	20,523	4,433	-	765	5,281	10,043	-	20,523
2025.26	12,675	5,250	29,281	47,206	21,813	4,323	690	12,707	7,672	-	47,206
2026.27	12,545	5,750	43,886	62,181	43,769	6,708	611	3,207	7,887	-	62,181
2027.28	12,545	-	27,956	40,501	26,757	3,624	626	1,182	8,312	-	40,501
2028.29	12,545	-	3,287	15,832	-	-	641	12,910	2,281	-	15,832
2029.30	9,022	-	312	9,334	-	125	552	5,469	3,189	-	9,334
2030.31	9,293	-	312	9,605	-	125	565	1,253	7,662	-	9,605
2031.32	9,572	-	428	10,000	-	171	467	686	8,676	-	10,000
2032.33	9,859	-	6,008	15,867	-	2,403	478	614	12,372	-	15,867
2033.34	10,155	-	16,589	26,743	-	1,173	489	614	22,389	2,078	26,743
Year 10 Total	114,547	15,339	140,102	269,988	108,969	18,652	5,883	43,924	90,482	2,078	269,988

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Report for: Cabinet

Date of Meeting:	24 January 2024
Subject:	Calculation of Business Rates Tax Base for 2024-2025
Key Decision:	Yes
Responsible Officer:	Sharon Daniels – Interim Director of Finance & Assurance
Portfolio Holder:	Councillor David Ashton – Portfolio Holder for Finance and Human Resources
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All Wards
Enclosures:	Appendix 1 2024-25 Retail Relief Scheme & Appendix 2 2024-25 Harrow Supporting Small Businesses Relief Scheme

Section 1 – Summary and Recommendations

1.1 The Local Government Finance Act 1988 places a duty on the authority to calculate the business rates for the area annually as part of its budget setting process.

1.2 This report estimates the business rates yield for 2024-2025, of which the Council is allowed to retain an element described in more detail below. This element forms an important part of budget setting for the coming financial year.

1.3 Regulations require billing authorities to formally calculate the estimated level of non-domestic rates (NDR) it anticipates to collect for 2024-2025 and pass this information to the Secretary of State and precepting authorities by 31 January in the preceding financial year.

1.4 Harrow's share is 30% with central government's share being 33%, and the GLA 37%.

Recommendations:

That:

- (a) the approach and assumptions for the calculation of the Council's business rates yield as set out in this report be noted.
- (b) in accordance with the Non-Domestic Rating (Rates Retention) Regulations 2013, the amount calculated by the London Borough of Harrow as its business rates yield for the year 2024-2025 shall be **£13.221m** as shown in the table below be agreed.

		£m
	Projected NDR Income 2024/25	44.071
Less	Payable to DLUHC (33% Central Share)	(14.544)
Less	Payable to the Greater London Authority (37%)	(16.306)
Equals	Amount to be retained by Harrow (30%)	13.221
Add	Section 31 Grant	5.220
	Total	18.441

- (c) the Council's Chief Finance Officer (section 151 officer), following consultation with the Portfolio Holder for Finance and Resources, be authorised to submit the notification of the calculation of the estimated Non-Domestic Rates income to the Secretary of State and GLA, or revised figures (from those above) if further clarification is received from the Department for Levelling Up, Housing & Communities (DLUHC) on the financial impact of the proposed changes to the authority and how this is to be calculated.
- (d) the Council's Chief Finance Officer (section 151 officer), following consultation with the Portfolio Holder for Finance and Resources, be authorised to implement the announced Autumn Budget business rates measures, namely potential new or adjusted reliefs as may be described once the detail is known.
- (e) the attached policies set out in Appendices 1 & 2 be agreed and delegated authority be given to the Chief Finance Officer to implement these and to make minor changes to them as needed.

Reason:

To fulfil the Council's statutory obligation to provide estimates and calculations in relation to NDR for 2024-2025.

Section 2 – Report

Introduction

- 2.1 The Local Government Finance Act 2012 introduced the Business Rate Retention (BRR) scheme from 01 April 2013.
- 2.2 The statutory framework requires a billing authority, before the beginning of a financial year, to forecast the amount of business rates that it will collect during the course of the year and, from this, to make a number of allowable deductions in order to arrive at a figure for its non-domestic rating income. The calculation that Harrow makes before the start of the financial year determines how much Harrow must pay to central government and its major precepting authorities during the course of the year.

Background

- 2.3 Under the Local Government Finance Act 1988, as amended by the Local Government Finance Act 2012, regulations set out detailed formulae for the calculation of an annual estimated Business Rates. The starting point is the amount payable by businesses to the authority under s.43 and 45 of the 1988 Act in the preceding year. An estimate is then calculated taking into account adjustments for RPI / CPI, transitional protection payments, collection costs and disregarded amounts. At the end of each year the authority must arrange for calculations and amounts to be certified in accordance with arrangements set out by the Secretary of State.
- 2.4 Income raised will, for the financial year 2024/25, be allocated as follows; Harrow retains 30%, the GLA retains 37%, and the Department for Levelling Up, Housing & Communities (DLUHC) retains the balance, 33%.

Throughout the year, the authority retains a fixed amount and pays a fixed amount to preceptors. Any difference between forecast amounts and final outturns will result in a surplus, or deficit on the billing authority's Collection Fund. Any such surplus or deficit is shared between the parties to the Pool and has to be taken into account as part of the future year's budget process.

2.5 Options

As the setting of the retention amount is a statutory requirement, there are no alternative options. Additionally the authority is expected to apply rate relief schemes as they are issued by Central Government.

Harrow's National Non-Domestic Rates (NDR) retained amount for 2024/25

- 2.6 The forecast in this report takes into account the latest data available including an estimate of likely reliefs, reductions due to appeals and an estimate of likely losses due to some debts being uncollectable.
- 2.7 The forecast is required to be formally notified to DLUHC and preceptors. This is done by billing authorities having to complete a DLUHC business rates return estimating the likely business rates. The return takes the form of a formal National Non-Domestic rates return 1 (NDR1) and uses the data used for the Council's Business Rates Tax Base estimate.
- 2.8 The calculation of Harrow's NDR income figure for 2024/25 and for the formal outturn is therefore as follows;

Gross Rates Yield: Total Rateable value x NDR rate multiplier
Less Mandatory Reliefs
Less Discretionary Reliefs
Less estimated losses on Collection
Less Allowance for costs of collection (as set by DLUHC formula)
Plus or Minus Rate Retention Adjustments for: Change in Rateable Value due to growth or reduction in property numbers Adjustment due to Appeals
Net Business Rates Yield and base of the calculation of central and local shares

Projected NDR Income calculation for 2024/25

Using current year data (2023 List @ 01/12/2023)

	£m		
Gross Rateable value - Rating List 2023 list	144,745,167	a	
Small Business Rate Multiplier 2023/24	0.499	b	
Inflation Assumption / CPI @ Sept 2023	0.00%	c	
Assumed Small Business Rate Multiplier 2024/25	0.499	d	b x c(+b)
Notional gross yield figure	72,227,838	e	a x d
Less In year RV fluctuations - 1.00%	0		
Expected Notional gross yield figure	72,227,838	e	
Losses due to Small business rate relief	5,961,099	f	
Change in notional gross yield	0.00%	g	
Projected small business rate relief 2024/25	5,961,099	h	f x g
Losses due to Empty property exemptions	1,518,068	i	
Change in notional gross yield	0.00%	j	
Projected Empty property exemptions 2024/25	1,518,068	k	i x j
Losses due to Mandatory relief	7,266,968	l	
Change in notional gross yield	0.00%	m	
Projected Mandatory Relief 2024/25	7,266,968	n	l x m
Losses due to Discretionary relief	41,000	o	
Change in notional gross yield	0.00%	p	
Projected Discretionary Relief 2024/25	41,000	q	o x p
Additional Yield generated from SBR supplement	-2,000,000		
Less Cost of collection	242,610		
	-1,757,390	r	
Projected contribution to the pool	59,198,093	s	e-h-k-n-q-r
Losses in collection 2%	1,183,962	t	
Losses due to appeals	2,500,000	u	
Losses due to Enterprise Zones	0	v	
Gain due to Renewable Energy schemes	0	w	
Gain due to New Developments	0	x	
Net Transitional relief (gain) - IGNORE	0	y	
Net contribution to the pool	55,514,131	z	s- t-u-v-w-x
Less Other Reductions - DCLG S31 Initiative 1 Retail Relief	10,404,328		
Less Other Reductions - DCLG S31 Initiative 2 SSBR	1,038,299		
Contribution to pool	44,071,504		
Less Central Share (33% to Government)	-14,543,596		
Less GLA Transport (37%)	-16,306,457		
NDR Income retained = 30%	13,221,451		

Add estimated s31 Grant re Reliefs initiatives *	<u>£5,220,000</u> **
Overall Retention & s31 Grant	18,441,451

* DLUHC has frozen the small business rates multiplier only re 2024/25.

** Section 31 grants are given to LA's to compensate them for non-statutory rate relief schemes that DLUHC imposes on Councils. It is therefore imperative that the two are monitored together to ensure the overall quantum from the 2 income streams remains static. The quoted cumulative amounts feed into the budget process.

Reasons for a Lower / Higher Retention Amount in 2024/25

2.9 Historically, rateable value generally reduces annually in Harrow, this being a trend that has existed locally for several years and one that is likely to continue. This is because Harrow's tax base is suffering losses which are not being offset by growth.

2.10 The reasons for the changes in yield are mainly:

- Tax Base is being eroded by commercial property being converted to domestic accommodation or being demolished and awaiting domestic properties being built
- More occupiers claiming Small Business Rates Relief (SBRR) and Retail Relief
- More occupiers claiming 80% mandatory charitable relief (eg school Academies')
- Insufficient new commercial properties being built to offset losses, &
- Collection rates being impacted by the current recession.

2.11 The tax base used to calculate the 2024/25 rate retention amounts has this year partially benefited from the September 2023 CPI inflationary increase which is used to calculate the following financial year's rating multiplier. This is because DLUHC, has for 2024/25, applied the 6.7% CPI increase to the standard multiplier only, which will now be £0.546p, but did not apply inflation to the small business multiplier, which remains at £0.499p for the financial year 2024/25. The latter will apply to approximately 5042 out of 5526 commercial properties (only 484 properties being subjected to the standard multiplier).

Implementation of Further reliefs for the period 1/4/24 to 31/3/25 and further financial years, as announced in the Autumn Budget

2.12 At the Autumn statement on the 22 November, Government announced an extension of the following reliefs to support businesses, namely;

1. An extension of the 75% retail relief scheme for eligible retail, hospitality and leisure properties for 2024/25 financial year only on rates bills up to £110,000 per business

2. A continuation of the Supporting Small Business Relief scheme for 2024/25 financial year which will cap bill increases at £600 per year for any business losing eligibility for some or all, of its Small Business Rate Relief (SBRR) due to the 2023 revaluation.
3. A freezing of the small business rates multiplier only (which remains at 49.9p) and an increase by CPI (6.7%) of the standard multiplier to 54.6p.

2.13 Harrow Council will be expected to use its discretionary relief powers (under section 47 of the Local Government Finance Act 1988 as amended) to grant the discounts set out in points 1 & 2 above, in line with the relevant eligibility criteria. No new legislation will be required to deliver the scheme but revised policies are attached in Appendix 1 & 2 for approval.

2.14 Regulation 16 of The Non-Domestic Rating (Consequential and Other Amendments etc.) (England) Regulations 2023 (SI 1251 of 2023) will revoke the Non-Domestic Rating (Discretionary Relief) Regulations 1989 (SI 1050 of 1989). This means that from 1st April 2024 the discretion, including the policy for backdating requests, for all Discretionary Rate Relief, falls under local authority determination. This is effective for Discretionary Rate Reliefs awarded from 1st April 2023.

The current Discretionary Rate Reliefs available are:-

- Retail, Hospitality and Leisure
- Supporting Small Businesses Rate Relief
- Non-Profit Making Organisations
- Top- Up Rate Relief for Charities and Community Amateur Sports Clubs
- Business Rate Hardship Relief
- Heating Network Relief (to 31.3.2024 only)

Harrow is not intending on changing its policy regarding effective dates for discretionary reliefs but as a general rule any Discretionary Rate Relief applications will only be considered for the preceding financial year i.e., 1st April to 31st March, if the application is received on or before the 30th of September of the following year. However each case will be considered on its own merits and should there be exceptional extenuating circumstances, backdating beyond this date may be considered providing there is evidence of entitlement to the relevant discretionary rate relief.

2.15 The sequence in which the various reliefs must be applied are:

- Improvement Relief
- Transitional Relief
- Other mandatory Reliefs (as determined in legislation)
- S.47 Discretionary Relief in the following order:

- I. 2023 Supporting Small Business (SSB)
- II. Former categories of discretionary relief available prior to the Localism Act 2011 (i.e. charitable, CASC, not for profit) should be applied first in the sequence of discretionary reliefs, after SSB
- III. Other discretionary (centrally funded) including Freeport relief
- IV. 2024/25 Retail Hospitality and Leisure relief scheme
- V. Other locally funded schemes

- 2.16 Cabinet is therefore requested to authorise the Chief Finance Officer to implement the prescribed support for businesses, once full guidance is issued, including the amendment of the attached policies (if necessary) in line with guidance issued or to be issued in the future.
- 2.17 Central government will fully reimburse Harrow for the local share of the discretionary relief (using a grant under section 31 of the Local Government Act 2003). The Government expects local government to grant relief to qualifying ratepayers.

Legal Implications

Schedule 7B of the Local Government Finance Act 1988, as amended, reserves the right for the Secretary of State to direct billing authorities to make calculations and supply information and in the absence of such a direction, to make regulations imposing similar requirement.

The Government has set out the process for this in the Non-Domestic Rating (Rates Retention) Regulations 2013. The Regulations require that on or before 31 January in the preceding year, billing authorities must estimate the amount of NDR income, calculate the amount of the central share, calculate the amount for each precepting authority's share, estimate the amount of qualifying relief and notify the Secretary of State and relevant precepting authority of these estimates or calculations. This will be done via a form known as NNDR1.

In the absence of any specific statutory requirement, the Functions and Responsibilities Regulations 2000 provides guidance as to functions which can and cannot be dealt with by the Executive.

Under the Council's constitution, approving the budget (including setting the Council Tax) is reserved to full Council. Budget is defined as allocation of financial resources to different services and projects, proposed contingency funds, setting the council tax including decisions relating to the control of the Council's borrowing requirement, the determination and control of its capital expenditure and the setting of virement limits. Calculating the business rates estimates is not part of this overall budget approval, although the estimate used will be taken into account when considering the Council's financial position. It is appropriate for this decision to be taken by Cabinet in the same way as the council tax base is a Cabinet decision.

Article 6 of the Council's Constitution states a key decision is an executive decision which:

- (i) is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) is likely to be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough.

A decision is significant for the purposes of (i) above if it involves expenditure or the making of savings of an amount in excess of £1m for capital expenditure or £500,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question.

Financial Implications

The Local Government Finance Act 1992, as amended by the LGFA 2003 & LGFA 2012, requires the local authority to set a council tax sufficient to meet its expenditure by taking into account other sources of income such as government grants and non-domestic rates. The business rate outturn has a direct bearing on the Council's budget and the Council Tax set for 2024-2025. The approval of the business rates yield is therefore a key action in ensuring the Council meets its statutory duty to balance its budgets.

The retained amount for Harrow regarding Business Rates is therefore determined to be **£13.221m** which is 30% of the estimated business rates to be retained. Together with the estimated s31 grant, the figure aligns with the draft budget figure of **£18.441m** retained income. This estimated NDR income figures will become the actual NDR income for 2024/25 and will be used in setting the 2024/25 budget.

Collection rates have been lower than expected in 2023/24 but Harrow has provisions for bad debt to 31/3/24 of covering approximately 70% of current business rates arrears to 31/3/2023. As such, the tax base reflects current performance whilst building in over £1m for potential bad debt in 2024/25 should collection performance be further hampered by the current economic climate.

The estimated amount will be reflected in the Council's Final Revenue Budget for 2024-25. The actual NDR income received will not actually be available to the authority as it will go directly into the collection fund. At the end of the year any surplus or deficit in the collection fund will be taken into account as part of future year's rate retention calculations. Any risk will therefore be borne, in the first instance, by the collection fund rather than the general fund.

Relief schemes announced in the November budget will be fully compensated by s31 grants. As such, where Harrow awards additional reliefs under its discretionary powers which have been mandated by Central Government, and in turn its business retention take is reduced, this will be fully offset by 100% compensatory grant so the Council is no worse off.

Performance Issues

There is the potential that collection rates will be lower than anticipated in the tax base should the economy continue to be impacted by the on-going cost of living situation. However as already stated, any immediate risk will be borne, in the first instance, by the collection fund, which will give the authority time to address matters should a worse scenario than planned for materialise.

Environmental Implications

There are no direct environmental impacts anticipated from the recommendations contained within this report.

Data Protection Implications

There are no direct data protection impacts anticipated from the recommendations contained within this report.

Procurement Implications

There are no procurement impacts anticipated from the recommendations contained within this report.

Risk Management Implications

Risks included on corporate or directorate risk register? **No**

Yes - as part of MTFS

Separate risk register in place? **No** but part of overall budget risks

The relevant risks contained in the register are attached/summarised below. **N/A**

Whilst Officers have estimated the tax base as accurately as possible within the data available, there are risks which should be considered as set out in the table below.

Risk Description	Mitigations	RAG
1. Rate Retention calculation is inaccurate	Processes in place to validate tax base calculations. Calculation rules are mainly mandated by regulations although it also relies on Officers best estimates and local Harrow knowledge regarding commercial hereditaments.	Green
2. Expected Collection rate not achievable	A strict recovery program in place and BDP provisions for arrears are currently well provided for which would mitigate lower collection rates by up to an additional 1-2% in the short term.	Amber
3. Losses specifically due to the current economic situation	Facts as we know them taken into account and best estimates based on historical and current knowledge used as a guide. We have £1m in unused Appeal provisions and these will be regularly reviewed to ensure any potential new risks are mitigate against.	Amber

4.Volatility in the rating list	<p>The authority has no certainty regarding detrimental changes to the list. There are many potential changes that could occur (as below) and therefore the estimates rely on historical knowledge and officers best estimate.</p> <ul style="list-style-type: none"> •A specific levels of Appeals cannot be anticipated, •Property demolitions may occur which were not anticipated, •There may be Valuation Officer review of assessments which give rise to reductions in rateable value, especially risky due to the pandemic and the need for values to reflect lower occupancy specifically re office space •Substantial backdated RV reductions may occur which were not anticipated, •Rating is “reactive”; appeals served now may not be considered and resolved for a number of years, and, •Large hereditaments could have a disproportionate effect on Harrow, for example, heavy industrial plants etc, whose assessments may be challenged on multiple occasions through the life of the Rating List. 	Amber
Higher than anticipated losses due to Appeals materialises	<p>Whilst historically Harrow’s losses have been higher than Central Government suggested percentages, this has been mitigated against by increasing to £2.5m the Provisions for Appeals. As losses materialise over 2-3 years, building up provisions yearly will ensure no large loss due to this. Also future years will be reviewed to ensure a fighting fund exists to cater for potential large losses in the future should they occur.</p>	Amber

Equalities implications

There are no Equalities implications from this report.

Council Priorities

The Business Rates Baseline allows the Council to raise local funding which is fundamental in supporting all corporate priorities as Business Rates Retention is a key element of the Council’s overall budget. As such it supports;

1. A council that puts residents first
2. A borough that is clean and safe
3. A place where those in need are supported

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed off by the Chief Financial Officer

Date: 02 December 2023

Statutory Officer: Paresh Mehta

Signed on behalf of the Monitoring Officer

Date: 22 December 2023

Chief Officer: Sharon Daniels
Signed off by the Interim Director of Finance & Assurance
Date: 02 December 2023

Head of Procurement: Nimesh Mehta
Signed on by the Head of Procurement
Date: 14 December 2023

Head of Internal Audit: Neale Burns
Signed on behalf of the Interim Head of Internal Audit
Date: 14 December 2023

Has the Portfolio Holder(s) been consulted? Yes

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqlA carried out: NO

This is a technical financial report which does not require an EqlA.

EqlA cleared by: N/A

Section 4 - Contact Details and Background Papers

Contact:

Fern Silverio (Head of Service – Collections & Housing Benefits),
Tel: 020-8736-6818 / email: fern.silverio@harrow.gov.uk

Background Papers:

- The Local Authorities (Funds) (England) Regulations 1992
<http://www.legislation.gov.uk/ukpga/1992/14/contents>
- The Non-Domestic Rating (Rates Retention) Regulations 2013
<http://www.legislation.gov.uk/ukdsi/2013/9780111532959/contents>

Call-in waived by the Chair of Overview and Scrutiny Committee: No

The London Borough of Harrow's

Discretionary Retail Rate Relief Policy For 2024/25 Financial Year

This policy will replace any previous Retail Relief policies adopted

Introduction

Since 2019/20 the government has provided a Business Rates Retail Discount for Retail properties which, for 2020/21, it expanded, to include the leisure and hospitality sectors, in view of the evolving impact of the Covid 19 pandemic. On 17th November 2022, the Government announced that the extended scheme open to Retail, Hospitality and Leisure sector businesses, would continue from 1st April 2023, and be increased from 50% relief, in 2022/23, to 75% for 2023/24. In the Autumn Statement on 22nd November 2023, the Government announced that the extended scheme would continue from 1st April 2024 at 75% relief.

As the relief is a temporary measure for 2024/25 only, the government is not changing the legislation relating to the reliefs available to properties. Instead, the Government will reimburse local authorities that use their discretionary relief powers under section 47 of the Local Government Finance Act 1988 (as amended) to grant relief.

The scope of the relief returned to pre-COVID 19 eligibility criteria for Retail properties from 1st April 2022, but premises used for Hospitality and Leisure businesses, will remain in scope, as per the Expanded Retail Discount scheme that existed for 2020/21 2021/22, 2022/23 and 2023/24.

The level of relief will be 75% but, will be capped at a maximum amount of £110,000 per business. There will be no rateable value threshold limit, as there was in the pre-COVID 19 scheme, which limited entitlement to those properties with a rateable value of below £51,000.

This document sets out the Council's policy regarding the local discretionary Retail Relief Scheme for the financial year 1 April 2024 to 31 March 2025.

This policy is in accordance with the announcement made by Central Government on 22nd November 2023.

For the year 2024-25 the value of relief will be 75% for the period 1st April 2024 to 31st March 2025.

The Local Discretionary Retail Relief Scheme

This specific Local Discretionary Business Rate Retail Relief Scheme will apply for the year 2024/25 (i.e., 1 April 2024 to 31 March 2025). Under the scheme, support will be provided where the qualifying conditions are met on any day within that period, as set out below.

1. Which properties will benefit from relief?

Properties qualifying for relief under the scheme will be occupied hereditaments with a rateable value exceeding £1, that are wholly or mainly being used for a qualifying purpose of retail, hospitality or leisure.

The ratepayer must also not have refused the discount for the eligible hereditament. The ratepayer may refuse the discount for each eligible hereditament at any time up to 30 April 2025. A ratepayer cannot withdraw their refusal for either all or part of the financial year.

For the purposes of section 47 of the 1988 Act, hereditaments for which the ratepayer has refused the relief, will be outside of the scheme and scope of the decision for which hereditaments qualify for the discount and will therefore be ineligible for the relief.

In accordance with the statutory provisions contained within section 47(8A) of the Local Government Finance Act 1988, local government hereditaments are excluded from this scheme. As such, the billing authority may not grant the discount to itself or a major precepting authority. A “major precepting authority” includes fire, police and parish councils or a functional body, within the meaning of the Greater London Authority Act 1999.

Hereditaments that meet the eligibility for Retail, Hospitality and Leisure scheme will be occupied hereditaments which are compliant with all the following conditions for the chargeable day:

- a) they are wholly or mainly being used:
 - i. as shops, restaurants, cafes, drinking establishments, cinemas or live music venues
 - ii. for assembly and leisure; or
 - iii. as hotels, guest & boarding premises, or self-catering accommodation

We consider shops, restaurants, cafes, drinking establishments, cinemas, and live music venues to mean the following:

i. Hereditaments that are being used for the sale of goods to visiting members of the public:

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- Shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets, etc)
- Charity shops
- Opticians
- Post offices
- Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
- Car/ caravan show rooms
- Second-hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/hire)

ii. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Hair and beauty services (such as: hairdressers, nail bars, beauty salons, tanning shops, etc)
- Shoe repairs/ key cutting
- Travel agents
- Ticket offices e.g., for theatre
- Dry cleaners
- Launderettes
- PC/ TV/ domestic appliance repair
- Funeral directors
- Photo processing
- Tool hire
- Car hire

iii. Hereditaments that are being used for the sale of food and/or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

iv. Hereditaments which are being used as cinemas

v. Hereditaments that are being used as live music venues:

- Live music venues are hereditaments wholly or mainly used for the performance of live music for the purpose of entertaining an audience. Hereditaments cannot be considered a live music venue for the purpose of

Appendix 1

business rates relief where a venue is wholly or mainly used as a nightclub or a theatre, for the purposes of the Town and Country Planning (Use Classes) Order 1987 (as amended).

- Hereditaments can be a live music venue even if used for other activities, but only if those other activities (i) are merely ancillary or incidental to the performance of live music (e.g. the sale/supply of alcohol to audience members) or (ii) do not affect the fact that the primary activity for the premises is the performance of live music (e.g. because those other activities are insufficiently regular or frequent, such as a polling station or a fortnightly community event).
- There may be circumstances in which it is difficult to tell whether an activity is a performance of live music or, instead, the playing of recorded music. Although we would expect this would be clear in most circumstances, guidance on this may be found in [Chapter 16 of the statutory guidance \(https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidanceissued-under-s-182-of-licensing-act-2003\)](https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidanceissued-under-s-182-of-licensing-act-2003) issued in April 2018 under section 182 of the Licensing Act 2003.

Assembly and leisure is considered to mean:

i. Hereditaments that are being used for the provision of sport, leisure, and facilities to visiting members of the public (including for the viewing of such activities):

- Sports grounds and clubs
- Museums and art galleries
- Nightclubs
- Sport and leisure facilities
- Stately homes and historic houses
- Theatres
- Tourist attractions
- Gyms
- Wellness centres, spas, massage parlours
- Casinos, gambling clubs and bingo halls

ii. Hereditaments that are being used for the assembly of visiting members of the public:

- Public halls
- Clubhouses, clubs and institutions

Hotels, guest & boarding premises, and self-catering accommodation are considered to mean:

i. Hereditaments where the non-domestic part is being used for the provision of living accommodation as a business:

- Hotels, guest and boarding houses
- Holiday homes
- Caravan parks and sites

To qualify for relief, the hereditament should be wholly or mainly being used for the above qualifying purposes. In a similar way to other reliefs (such as charity relief for example), the test will be applied to “use” rather than “occupation”. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose, will not qualify for the relief.

The list set out above is not intended to be exhaustive as it would be impossible to list the many and varied retail uses that exist. There will also be mixed uses. However, it is intended to be a guide for Harrow for the purposes of the scheme. Particular properties not listed, but broadly similar in nature to those above, may be considered eligible for the relief. However, any decision made by Harrow will be final.

2. Exclusions

The list below sets out the types of uses that the Government, and therefore Harrow, does not consider to be eligible for a reduction and which will not be eligible to apply under Harrow’s scheme. Any properties similar to those below, will therefore also not be eligible for the relief under Harrow’s local scheme.

i. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Financial services (e.g., banks, building societies, cash points, bureaux de change, short-term loan providers, betting shops)
- Medical services (e.g., vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g., solicitors, accountants, insurance agents/ financial advisers, employment agencies, estate agents, letting agents)
- Post office sorting offices

ii. Hereditaments that are not reasonably accessible to visiting members of the public.

Additionally, no applications shall be awarded a reduction under this scheme where they relate to Show flats, Advertising Rights, Car parks and car park spaces, Communication stations and masts, land used for storage, and properties in the process of being redeveloped for domestic use, as these hereditaments are also specifically excluded under this scheme.

3. How much relief will be available?

Subject to the £110,000 cash cap per business, the total amount of government-funded relief available for each property for 2024/25 under this scheme is:

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a. For chargeable days from 1 April 2024 to 31 March 2025, 75% of the chargeable amount.

The relief should be applied after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied but before those where the local authority has used their wider discretionary powers introduced by the Localism Act 2011, which are not funded by Section 31 grants.

However, as required in the NNDR3 return guidance notes, the former categories of discretionary relief available prior to the Localism Act 2011 (i.e., charitable / CASC / rural etc. top up and not for profit) should be applied first in the sequence of discretionary reliefs and, therefore, before Retail, Hospitality and Leisure relief.

Authorities may use their discretionary powers to offer further discounts outside this scheme or additional relief to hereditaments within the scheme. However, where an authority applies a locally funded relief under section 47, this should be applied after the Retail, Hospitality and Leisure relief.

Subject to the cash cap of £110,000, eligibility for the discount and the relief itself under the scheme, will be assessed and calculated applying the following formula:

Amount of relief to be granted = $V \times 0.75$ where

V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and any other discretionary reliefs funded by section 31 grants as set out within this scheme policy and subject to the order of application and calculation below.

The calculation will disregard any prior year adjustments in liabilities which fall to be liable on the day in question.

For the purposes of clarity, the order of applying and calculating relief will be as follows:

- 1) Transitional Relief
- 2) Mandatory Relief (as determined in legislation)
- 3) Section 47 discretionary reliefs in the following order
 - i. 2024 Supporting Small Business (SSB)
 - ii. Former categories of discretionary relief available before the Localism Act 2011 (i.e., charitable, CASC and rural top up, not for profit)
 - iii. Other discretionary (centrally funded)
 - iv. 2024/25 Retail Hospitality and Leisure relief scheme
 - v. Other locally funded schemes

Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, subject to Subsidy Control Limits.

4. Limits – Cash Cap and Subsidy Control

Under the Cash Cap, no ratepayer can, in any circumstances, exceed a £110,000 cash cap across all of their hereditaments in England. Where a ratepayer has a

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qualifying connection with another ratepayer then those ratepayers should be considered as one ratepayer for the purpose of the cash caps. A ratepayer shall be treated as having a qualifying connection with another:

- a) Where both ratepayers are companies, and
 - I. One is a subsidiary of the other, or
 - II. Both are subsidiaries of the same company; or
- b) Where only one ratepayer is a company, the other ratepayer (the second ratepayer) has such an interest in that company as would, if the second ratepayer were a company, result in its being the holding company of the other.

The Retail, Hospitality and Leisure Scheme is likely to amount to subsidy. Any relief provided by local authorities under this scheme will need to comply with the UK's domestic and international subsidy control obligations (See the [BEIS guidance for public authorities](#)) which contains guidance and information of the new UK subsidy control regime which commenced on 4th January 2023

To the extent that a local authority is seeking to provide relief that falls below the Minimal Financial Assistance (MFA) thresholds, the Subsidy Control Act allows an economic actor (e.g., a holding company and its subsidiaries) to receive up to £315,000 in a three-year period (consisting of the 2024/25 year and the two previous financial years). MFA subsidies cumulate with each other and other subsidies which fall within the category of 'Minimal or SPEI financial assistance'. Expanded Retail Discount granted in 2021/22 does not count towards the £315,000 allowance but BEIS business grants and any other subsidies claimed under the Small Amounts of Financial Assistance limit of the Trade and Co-operation Agreement should be counted.

In those cases where it is clear to the local authority that the ratepayer is likely to breach the cash cap or the MFA limit, then the authority should automatically withhold the relief.

Otherwise, local authorities may include the relief in bills and ask the ratepayers, on a self-assessment basis, to inform the authority if they are in breach of the cash caps or MFA limit.

As part of Harrow's policy to minimise the administration burden of this scheme for the initial bills for 2024-25, the RHL will be granted for any businesses receiving pre-existing discount for the purposes of the 2023/24 year where it reasonably appears that they are eligible. A "refusal" template will be available on our website for businesses to complete and submit if they do not wish to receive the discount and may be uploaded via the web evidence upload at www.harrow.gov.uk/brateseevidence.

For any new applications, the application form will refer to guidance on the Harrow Council website (www.harrow.gov.uk) including this policy and require a declaration to be completed to confirm compliance with the cash cap and subsidy controls.

5. Splits, mergers, and changes to existing hereditaments

The relief will be calculated and applied on a day-to-day basis using the formula as set out in Section 3 above for the scheme. A new hereditament created as a result of a split or merger during the financial year, or where there is a change of use, will need to be considered afresh for the relief on that day.

6. Recalculations of Relief

The amount of relief awarded should be recalculated in the event of a change of circumstances. This could, for example, include a backdated change to the rateable value of the hereditament. This change could arise during the year in question or during a later year.

Regulation 16 of The Non-Domestic Rating (Consequential and Other Amendments etc.) (England) Regulations 2023 (SI 1251 of 2023) revoked the Non-Domestic Rating (Discretionary Relief) Regulations 1989 (SI 1050 of 1989).

This means that from 1st April 2024, the approach to be applied in determining applications for discretionary rate relief, shall be a matter for each Local Authority to consider.

In the case of London Borough of Harrow making a determination to vary or revoke its scheme, it shall give at least 1 year's prior notice. To comply with that requirement, the authority will, each year, issue a formal notice notifying the applicant of the period and amount of the award. This will be by way of a Business Rate Bill and the relief period will be shown on the front of the notice and further explained on the reverse.

For transparency purposes this scheme is conditional on the relief being subject to the property's continuing eligibility.

7. Right of Appeal

There is no statutory right of appeal to a decision regarding discretionary rate relief made by the Council. However, the Council recognises that ratepayers should be entitled to have their entitlement objectively reviewed, if they are dissatisfied with the outcome.

The Council therefore intends to provide a non-statutory appeals process, as set out below, and ratepayers should submit any such representations in accordance with the process outlined.

Ratepayers will be given written notification of the appeals process at the time that they are notified of the outcome of their application for relief.

This appeals process does not affect a ratepayer's rights to seek alternative legal redress.

8. Appeal Process

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Appeals may be made by the applicant (i.e., the appellant) within 14 days of receiving notification of their entitlement and must identify their name and address, the grounds on which the appeal is made and may include any new or additional information, provided it is relevant to the decision-making process.

An appellant may appoint an agent or third party to act on their behalf, but in such instances, the Council will require their prior written authorisation before entering into any correspondence with an agent or third party.

Appeals concerning a decision, must be submitted in writing to the Divisional Director / Head of Service who will then consider the Appeal in consultation with the Portfolio Holder. A decision made by the Divisional Director in consultation with the Portfolio Holder will be final.

Each appeal application will be considered individually and on its own merits.

An appeal shall only be permissible if it is received in the format required under this policy by Harrow Council between the period 1st April 2024 and 15th April 2025.

8. Period of Rate Relief

This policy shall apply for one financial year commencing 1st April 2024 and ending on 31st March 2025.

Ratepayers will be notified that any relief awarded under this policy, is subject to their eligibility being within that specific period only.

From 1st April 2024, statutory provisions regulating, in particular, the award and period for which discretionary rate relief shall be considered, are revoked and all such matters shall instead be subject to local authority policy and determination.. Details of each Discretionary Rate Relief type and policy are available on our webpages at www.harrow.gov.uk/brates

As a general rule, Discretionary Rate Relief applications will be considered for the preceding financial year (i.e. 1st April to 31st March), if an application is determined on or before the 30th of September of the following year. For example, a discretionary relief application determined on 30th September 2024, may be awarded from 1st April 2023.

To clarify, however, a blanket policy shall not apply to the scheme, with each case being considered on its own merits. For example, where a new Business Rates liability is created retrospectively due to a single property being converted into two units, resulting in a new ratepayer being responsible for the Business Rates for one of the units, if an application is received within a reasonable time frame of the initial Business Rates bill being issued to the new party, a retrospective award from the effective date of the Business Rates liability may be considered, providing there is evidence of entitlement to the relevant discretionary rate relief.

For transparency purposes this scheme is conditional on the relief being subject to the property's continuing eligibility.

9. Cancellation of Relief

Relief will be cancelled if:

1. The applicant ceases to be the ratepayer
2. The property becomes unoccupied ("empty")
3. The use of the property changes
4. A split or merger of the premises has occurred
5. It is established that the ratepayer was ineligible for this relief

Where relief is cancelled for reason (2), an applicant may make an application as soon as the property becomes re-occupied, subject to meeting the eligibility criteria for the scheme.

Where relief is cancelled for reasons (3) or (4), a new application may be made immediately after, so long as the property remains occupied and subject to meeting the eligibility criteria for the scheme.

10. Notification of Award

The Council will consider applications within four weeks of the application and all supporting information being received, or as soon as reasonably practicable thereafter.

Notification of the outcome of the decision will be made in writing within fourteen days of the decision being determined.

See section 4 above whereas part of Harrow's policy to minimise the administration burden of this scheme for the initial bills for 2024-25, the RHL will be granted for any businesses receiving pre-existing discount for the purposes of the 2023/24 year where it reasonably appears that they are eligible, the notification of the award will be the issued bill showing the reduction given.

11. ACTION TO RECOVER UNPAID RATES WHILST A DECISION IS PENDING

Receipt of an application for relief under this policy, will not negate in any way, a ratepayer's obligation to pay Business Rates, which shall continue unless and until a revised bill has been issued for an award made

Annex A - £110,000 Cash Cap/Minimal Financial Assistance or Small Amount of Financial Assistance Subsidy

In line with the conditions prescribed by the government, a ratepayer may only claim up to £110,000 of support under the 2024/25 Retail, Hospitality and Leisure Relief Scheme for all of their eligible hereditaments. The cash cap applies at a Group company level (i.e., holding companies and subsidiaries cannot claim up to the cash cap for each company) and to organisations which, although not a company, have an interest in a company such that they would, if they were a company, result in its being the holding company.

Furthermore, the Retail, Hospitality and Leisure Relief Scheme is subject to the Minimal Financial Assistance limits under the Subsidy Control Act. This means no recipient can receive over £315,000 over a 3-year period (consisting of the current financial year and the 2 previous financial years). Extended Retail Discounts granted in 2021/22 do not count towards the limit.

Covid business grants received from local government and any other subsidy claimed under the Minimal Financial Assistance or Small Amounts of Financial Assistance limit over the 3-year period should be counted.

Therefore, to claim the Retail, Hospitality and Leisure relief the ratepayer must not have exceeded either the £110,000 cash cap for 2024/25 or the Minimal Financial Assistance limit of £315,000 over 3 years (including 2024/25)). Further details of the cash cap and subsidy control can be found at:

<https://www.gov.uk/government/publications/business-rates-relief-202324-retail-hospitality-and-leisure-scheme-local-authority-guidance>

The government and London Borough of Harrow will not tolerate any business falsifying their records or providing false evidence to gain this discount, including claiming support above the cash cap or the exemption threshold. A ratepayer who falsely applies for any relief, or provides false information or makes false representation in order to gain relief may be prosecuted for fraud under the Fraud Act 2006

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London Borough of Harrow

Supporting Small Business Rate Relief (SBRR) Policy (“SBRR 2023”)

This discretionary rate relief policy is for Harrow’s Supporting Small Business Rate Relief Scheme applicable to the 2023 Local Rating List (“SSBR2023”) and shall apply to the period 1st April 2023 to 31st March 2026.

Introduction

At the 2022 Autumn Statement, the Chancellor announced that the 2023 Supporting Small Business Relief (SSBR2023) scheme will cap bill increases at £600 per year for any business losing eligibility for some, or all, of its Small Business Rate Relief (SBRR) or Supporting Small Business Rate Relief 2017 (SSBR2017), due to the 2023 revaluation.

Supporting Small Business relief was first introduced at the 2017 revaluation to support Business Ratepayers facing bill increases greater than the Transitional Relief caps due to the loss of Small Business Rate Relief (SBRR). Unlike the SSBR2017 scheme, this scheme does not include a minimum percentage bill increase.

As the relief is a temporary measure for 2023/24 to 2025/26 only, the government is not changing the legislation relating to the reliefs available to properties. Instead, the Government will reimburse local authorities that use their discretionary relief powers under section 47 of the Local Government Finance Act 1988 (as amended) to grant relief.

This document sets out Harrow Council’s local discretionary policy regarding the Supporting Small Business Relief (SSBR) Scheme that shall apply for the period 1st April 2023 to 31st March 2026.

This policy is made and issued in accordance with the announcement made by Central Government on 17th November 2022 and subsequent guidance that was distributed to Local Authorities.

This SSBR2023 scheme policy, is applicable to the financial years 1st April 2023 to 31st March 2024, 1st April 2024 to 31st March 2025 and 1st April 2025 to 31st March 2026 with the amount of any bill increase for eligible Business Ratepayers, being limited to a maximum of £600.00 per annum during that period.

Where a Business Ratepayer wishes to refuse this relief, they can do so by uploading a refusal notice using the following link;

www.harrow.gov.uk/bratesevidence

The Local Discretionary Supporting Small Business Relief Scheme (SSBR2023)

This policy is issued in compliance with the discretionary Supporting Small Business Relief Scheme (SSBR2023) guidance. The policy will be applicable to the period 1st April 2023 to 31 March 2026.

Under the scheme, support may be given where the qualifying conditions are met on any day within the above period as further defined within this policy.

Which properties will benefit from SSBR2023?

Eligible properties for SSBR2023 will be occupied hereditaments with a rateable value that exceeds £1 which fulfil the requirements of this policy for a chargeable day commencing 1st April 2023.

The scheme will apply to a Business Ratepayer that has lost some, or all, of their Small Business Rate Relief (SBRR) and SSBR2017 due to the revaluation and as a result is facing a large increase in their rates bill.

Charities and Community Amateur Sports Clubs (CASC's) that are already entitled to mandatory 80% rate relief, shall not be eligible for SSBR2023.

SSBR2023 will ensure that any increase in Business Rates bills for eligible Business Ratepayers, is limited to a cash value of £600 per annum during the period of the scheme.

Business Ratepayers that qualify for SSBR2023 and whose 2023 Local Rating List rateable value is £51,000 or more, will not be liable to pay the small business supplement (currently 1.3p for 2023/24) to fund the SBRR, whilst they remain entitled to SSBR2023.

Business Ratepayers who were entitled as at 31st March 2023 to the Extended SSBR2017 scheme, will be eligible for SSBR2023 for a maximum period of one year only where they meet the qualifying conditions set out within this policy. For clarity, this means that any SSBR2023 entitlement for such a Business Ratepayer in those circumstances, shall cease no later than 31st March 2024.

Other Business Ratepayers will generally remain eligible for SSBR2023 for either 3 years or until they reach the level of Business Rates they would have been required to pay, had the SSBR2023 scheme not existed, whichever occurs sooner.

There is no second property test for eligibility of the SSBR2023 scheme, but if a Business Ratepayer lost their right to SBRR during 2022/23 because they took on another property, they will generally have a 12-month period of grace from that time, before their SBRR is ended. For any period of grace remaining, they may also be eligible for the SSBR2023 scheme.

Appendix 2

In accordance with the statutory provisions contained within section 47(8A) LGFA1988, local government hereditaments are excluded from this scheme. As such, the billing authority (i.e. Harrow Council) may not grant SSBR2023 to itself or a major precepting authority. A “major precepting authority” includes fire, police and parish councils or a functional body, within the meaning of the Greater London Authority Act 1999.

A change in Business Ratepayer shall not affect eligibility for the SSBR2023 scheme. However, if there is a change in Business Ratepayer for which one of the “exclusions” or other conditions set out within this SSBR2023 scheme policy then applies, eligibility to SSBR2023 shall cease accordingly.

Exclusions

The following are excluded from eligibility to SSBR2023:

- Charities and Community Amateur Sports Clubs (“CASC’s”) that are already entitled to mandatory 80% relief,
- Unoccupied properties.

How much relief will be available?

SSBR2023 shall be applied after any mandatory rate reliefs and before Retail, Hospitality and Leisure relief. Please see the order of priority for the various Business Rate reliefs, set out below.

Harrow Council may use discretionary powers to offer further discounts outside this scheme, or additional relief to hereditaments within the scheme.

However, where it applies a locally funded relief under section 47LGFA1988, this should be applied after SSBR2023.

The SSBR2023 will be calculated ignoring any prior year adjustments in liabilities which fall to be due on the day in question.

For the purposes of clarity, the sequence for applying and calculating SSBR2023 relief shall be as follows:

- 1) Improvement Relief
- 2) Transitional Relief
- 3) Mandatory Relief (as specified by statute) For example, small business rates relief.
- 4) Section 47 LGFA1988 discretionary reliefs in the following order:
 - i. SSBR2023
 - ii. Former categories of discretionary relief available before the Localism Act 2011 (i.e., charitable, CASC and rural top up, not for profit)
 - iii. Other discretionary relief (central government funded)
 - iv. 2024/25 Retail Hospitality and Leisure relief scheme
 - v. Other locally funded schemes

Business Ratepayers that occupy more than one property, may be entitled to relief for each of their eligible properties. However, they shall be subject to Subsidy Control

Appendix 2

Limits for the total of any such relief given. Please see the section below entitled “Limits – Cash Cap and Subsidy Control” and Annex A to this policy for further details.

There shall be no entitlement to SBRR to further reduce a Business Rates bill, once SSBR2023 has been given. This provision applies also to any reduction made to a Business Rates bill in consequence of Section 44a LGFA1988 (Partly Occupied Property relief), in that any such reduction, shall not further reduce a bill to which SSBR2023 has been awarded.

Eligibility for SSBR2023 on 1st April 2023

For 1st April 2023, SSBR2023 shall apply to hereditaments having regard to the following provisions:

(a) The chargeable amount for 31st March 2023 shall be calculated in accordance with:

(i) Section 43(4A) LGFA1988 and in relation to 43(4A) LGFA1988 the value of E for 31 March 2023 is greater than 1, or

(ii) Section (6A) LGFA1988, or

(iii)(a) Section 47 LGFA1988 by virtue of being eligible for schemes introduced by Harrow in 2022/23 to deliver the Extension of Transitional Relief and Supporting Small Business Relief for small and medium properties, as set out in guidance issued by the Department for Levelling up, Housing and Communities on 20 December 2021, and

(b) the chargeable amount for 1st April 2023 would otherwise be found in accordance with section 43(4), 43(4A), 43(6A) LGFA1988 or regulations 12(3), 12(7) or 12(9) of the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2022 and

(c) the chargeable amount for 1st April 2023 would be more than (£600/365 days) higher than the chargeable amount for 31st March 2023.

Where for 31st March 2023, the chargeable amount has been determined under section 47 LGFA1988 other than under a scheme introduced to deliver the Extension of Transitional Relief and Supporting Small Business Relief for small and medium properties, then eligibility for 2023 SSBR should be determined as if section 47 LGFA1988 did not apply.

Continued Eligibility for SSBR2023 after 1st April 2023

After 1st April 2023, SSBR2023 shall cease to apply where:

(a) the chargeable amount for a day found under SSBR2023 is the same as, or more than, the chargeable amount found in the absence of SSBR2023. This ensures that where, for example, the increase in the chargeable amount in SSBR2023 would take the bill above the level it would otherwise have been, SSBR2023 shall cease to apply. Where for example, with effect from after 1 April 2023, the hereditament becomes eligible for 100% SBRR, SSBR2023 shall also cease to apply.

(b) the chargeable amount for a day would otherwise fall to be found by section 43(5) LGFA1988 of the 1988 Act or where paragraph 12(5) or sub-paragraphs 2(4), 3(4), 4(4), 5(4) of the Schedule of the Non-Domestic Rating (Chargeable Amounts)

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(England) Regulations 2022 applies (charities or registered community amateur sports clubs),

(c) the hereditament for a day is unoccupied, or

(d) in respect of days from the 1st April 2024 onwards, the hereditament had its chargeable amount for 31 March 2023 determined by section 47 LGFA1988 by virtue of being eligible for schemes introduced in 2022/23 to deliver the Extension of Transitional Relief and Supporting Small Business Relief for small and medium properties, as set out in guidance issued by the Department to Levelling Up, Housing and Communities on 20th December 2021.

(e) Where a Business Ratepayer lost entitlement to SBRR during 2022/23 because they failed the 2nd property test, but have, under the rules for SBRR, been given a 12-month period of grace before their relief ends (and therefore was still entitled to SBRR on 31st March 2023), then any eligibility for SSBR2023 will cease at the end of that 12 months period of grace.

(f) Hereditaments that cease to be entitled to SBRR2023 for a day cannot become eligible again if their circumstances change from a later day. For example, if a property becomes unoccupied, it will not then be eligible for SSBR2023 if it subsequently becomes reoccupied, irrespective of whether there has been a change in the Business Ratepayer.

Eligibility for SSBR2023 after 1st April 2023 - Regulation 18 Certificates

As with the transitional relief scheme, where the Valuation Officer issues a certificate of rateable value under regulation 18 of the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2022 certifying the correct rateable value at 1 April 2023 (in circumstances where the list cannot be amended for 1st April 2023), then eligibility for SSBR2023 and its calculation shall be reviewed using the regulation 18 certified value in place of the value shown in the list for 1st April 2023.

As with the transitional relief scheme, the above provision should have effect as regards the days referred to in regulation 18(4) (the effective date of when the list was altered to correct the inaccuracy and subsequent days) or regulation 18(5) (where no alteration has been made).

The above principle ensures that Business Ratepayers whose compiled list 2023 rateable values are increased by the Valuation Office Agency, but only from the date the list is altered, may still be eligible for SSBR2023 from that point onwards. Additionally, it ensures Business Ratepayers are not adversely affected solely because the increase in their rateable value was not backdated to 1 April 2023.

Chargeable Amount Under SSBR2023 Scheme

The chargeable amount to be applied under Section 47 LGFA1988 for the period 1st April 2023 to 31st March 2026 shall be determined in accordance with the rules in Part 1 to Part 3 of the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2022 subject to the following changes:

(a) the Base Limit for 2023/24 is the chargeable amount for 31st March 2023 x 365 on the assumption that:

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(i) Section 47 LGFA1988 did not apply for 31st March 2023 other than where the hereditament was eligible for the Extension of Transitional Relief and Supporting Small Business Relief for small and medium properties.

The above approach ensures that the starting Base Liability for hereditaments eligible for SSBR2023, includes the SBRR or Extension of Transitional Relief or Supporting Small Business Relief for 31st March 2023 and ensures that other reliefs are not “rolled into” the Base Liability,

(b) Where a certificate has been issued under regulations 19 or 20, the Base Limit for 2023/24 should be determined in accordance with “a” above but on the assumption that the rateable value in the rating list, was the rateable value, as certified,

(c) References to Base Limit (BL) x Appropriate Fraction (AF) are to Base Limit (BL) + 600. This ensures that the bill increase is no more than £600.

(d) Regulation 12(6)(b) is omitted. This ensures that SBRR is not also applied to the capped bill in SSBR2023 and avoids the double counting of relief.

(e) “U” is taken to have a value of 0 throughout. This ensures that any hereditament whose rateable value is £51,000 or more, does not have to pay the small business supplement, whilst eligible for SSBR2023,

(f). For a year (the year concerned) other than 2023/24, the Base Limit (BL) is Base Limit (BL) + 600 from the year immediately preceding the year concerned.

No change is made to the meaning of Notional Chargeable Amount (NCA). However, eligibility for SSBR2023 shall cease when the chargeable amount for a day determined for SSBR2023 is the same as or more than the chargeable amount found outside of the scheme.

For the avoidance of doubt, the rules for changes in rateable value with effect from a date after 1st April 2023 (regulation 13), shall continue to apply as usual, subject to the amendments shown in the paragraph immediately below. This ensures that, for example, later increases in rateable value are payable in full.

As with the transitional relief scheme, where the valuation officer issues a certificate of rateable value under regulation 18 of the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2022 certifying the correct rateable value at 1 April 2023 (in circumstances where they cannot by rule now amend the list for 1 April 2023) then eligibility for SSBR2023 and the calculation of SSBR2023 shall be reviewed using the regulation 18 certified value in place of the value shown in the list for 1 April 2023. As with the transitional relief scheme, this should have effect as regards the days referred to in regulation 18(4) (the effective date of when the list was altered to correct the inaccuracy and subsequent days) or regulation 18(5) (where no alteration has been made).

Splits, mergers, and changes to existing hereditaments

SSBR2023 shall apply to hereditaments:

(a) coming into existence because of the circumstances described in paragraph 1 of the Schedule of Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2022,

(b) where one of the hereditaments from which the new hereditament was formed in whole or in part was for the day immediately before the creation day eligible for SSBR2023, and

(c) the circumstances described in brackets below, do not apply for the creation day in respect of the hereditament.

(Where for 31 March 2023 the chargeable amount has been found under section 47 LGFA1988 other than under a scheme introduced to deliver the Extension of Transitional Relief and Supporting Small Business Relief for small and medium properties, then eligibility for SSBR2023 should be determined as if section 47 LGFA 1988 did not apply).

(d) After the creation day, SSBR2023 will cease to apply in the circumstances described in brackets below).

(Where for 31 March 2023 the chargeable amount has been found under section 47 LGFA1988 other than under a scheme introduced to deliver the Extension of Transitional Relief and Supporting Small Business Relief for small and medium properties, then eligibility for SSBR2023 should be determined as if section 47 LGFA1988 did not apply).

It is anticipated that the number of properties eligible for SSBR2023 that subsequently split from, or merge with another property, is likely to be relatively small and so the government have determined not to devise detailed rules to prescribe the chargeable amount for the various circumstances which could arise from a split or merger.

The general principles to be applied in such circumstances are as follows:

(a) That the protection offered by SSBR2023 (that the bill will not rise by more than £600 per annum) shall continue to apply in principle to that part of the newly created hereditament, which was immediately before the creation day in SSBR2023, and

(b) that increases (or reductions) in overall rateable value arising from the split or merger are not subject to the protection of SSBR2023

For simple splits of properties previously eligible for SSBR, it is anticipated that the chargeable amount will be apportioned to the property before the split, in accordance with the principle in Schedule 1 of Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2022, but eligibility will need to be reconsidered for each new hereditament.

For mergers and re-organisations, Harrow will estimate, as far as reasonably practicable in the circumstances, the degree to which the part of the property which

was formerly eligible for SSBR2023 should continue to receive support under SSBR2023 subject to continued eligibility.

Recalculations of Relief

The amount of SSBR2023 shall be recalculated in the event of a change of circumstances. This could, for example, include a retrospective change to the rateable value of the hereditament and could arise during the year in question or a later year.

Regulation 16 of The Non-Domestic Rating (Consequential and Other Amendments etc.) (England) Regulations 2023 (SI 1251 of 2023) revoked the Non-Domestic Rating (Discretionary Relief) Regulations 1989 (SI 1050 of 1989).

This means that from 1st April 2024, the approach to be applied in determining applications for discretionary rate relief, shall be a matter for each Local Authority to consider.

In the case of London Borough of Harrow making a determination to vary or revoke its scheme, it shall give at least 1 year's prior notice. To comply with that requirement, the authority will, each year, issue a formal notice notifying the applicant of the period and amount of the award. This will be by way of a Business Rate Bill and the relief period will be shown on the front of the notice and further explained on the reverse.

For transparency purposes, the SSBR2023 scheme is conditional upon continued eligibility. For example, if a property rateable value is reduced such that a Business Ratepayer becomes entitled to 100% SBRR after 1st April 2023, then they would fall out of the SSBR2023 scheme.

A change of ratepayer will not affect eligibility for the SSBR2023, but eligibility will cease if the property for example becomes:

- a) Vacant or is
- b) Occupied by a charity or Community Amateur Sports Club

To clarify the above, once a property that is eligible for SSBR2023 becomes unoccupied, even if it were to be reoccupied, it would not be eligible for SSBR2023 again, irrespective of whether there has been a change of Business Ratepayer or not.

Appeals

There is no statutory right of appeal against a decision regarding discretionary rate relief determinations made. However, Harrow Council recognises that Business Ratepayers should be entitled to have their entitlement objectively reviewed if they are dissatisfied with the outcome.

A non-statutory appeals process will therefore be applied, as set out in the section below, and any representation submitted accordingly, should be in accordance with the process outlined

Business Ratepayers will in any case be given written notification of the appeals process at the time that they are notified of their eligibility / entitlement to SSBR2023.

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This appeals process does not affect a Business Ratepayer's rights to seek alternative legal redress.

Appeal Process

Appeals may be made by the Business Ratepayer or their nominated representative (the "appellant") within 14 days of receiving notification of their entitlement and must identify the name and address of the Business Ratepayer, the grounds on which the appeal is made and may include any new or additional information, provided it is relevant to the decision.

An appellant may appoint an agent or third party to act on their behalf, but in such instances, the Council will require their prior written authorisation before exchanging any correspondence with them.

Appeals against a decision will need to be submitted in writing or by email to the Divisional Director/Head of Service who will then consider the Appeal in consultation with the Portfolio Holder. A decision made by the Divisional Director in consultation with the Portfolio Holder will be final.

Appeals will be considered individually on their own merits.

Period of Rate Relief

This policy shall apply to eligible Business Ratepayers who remain in the SSBR2023 scheme and who were entitled as at 31st March 2023 to the Extended SSBR2017 scheme, for a maximum period of one year only, or for other eligible Business Ratepayers, for up to 3 years or until they reach the level of bill amount that they would have been required to pay, had the SSBR2023 scheme not existed.

From 1st April 2024, statutory provisions regulating, in particular, the award and period for which discretionary rate relief shall be considered, are revoked and all such matters shall instead be subject to local authority policy and determination.. Details of each Discretionary Rate Relief type and policy are available on our webpages at www.harrow.gov.uk/brates

As a general rule, Discretionary Rate Relief applications will be considered for the preceding financial year (i.e. 1st April to 31st March), if an application is determined on or before the 30th of September of the following year. For example, a discretionary relief application determined on 30th September 2024, may be awarded from 1st April 2023.

To clarify, however, a blanket policy shall not apply to the scheme, with each case being considered on its own merits. For example, where a new Business Rates liability is created retrospectively due to a single property being converted into two units, resulting in a new ratepayer being responsible for the Business Rates for one of the units, if an application is received within a reasonable time frame of the initial Business Rates bill being issued to the new party, a retrospective award from the effective date

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of the Business Rates liability may be considered, providing there is evidence of entitlement to the relevant discretionary rate relief.

For transparency purposes, awards made under the SSBR2023 scheme are conditional upon continued eligibility to the scheme requirements, but may cease or be varied, if a relevant change of circumstance should occur, as described within this policy.

Cancellation of SSBR2023 Relief

SSBR2023 relief will be cancelled if any of the following events occur:

1. The property concerned becomes unoccupied (i.e. empty);
2. A split or merger of the property has occurred, which means the eligibility ceases;
3. The property becomes occupied by a charity or Community Amateur Sports club
4. It is established that the Business Ratepayer was ineligible for SSBR2023.

Where an occupied property for which SSBR2023 has been given becomes unoccupied, even if it becomes reoccupied, there will be no further SSBR2023 award, irrespective of whether there has been a change of ratepayer or not.

Notification of Award

SSBR2023 may be awarded to:

- a) any business receiving a pre-existing qualifying discount, where it reasonably appears from the information available, that they are eligible for SSBR2023 and
- b) Will be notified to a Business Ratepayer by way of a revised bill, as soon after the 1st April 2023 as is reasonably practicable, following receipt and satisfactory testing of the software.

For SSBR2023 awards made after 1st April 2023, the issued bill should be treated as notification of the award.

Where entitlement to SSBR2023 is based on the continuation of a period of grace where a second property was taken on during 2022-23 allowing for the maximum additional 12-month grace period of entitlement to the SBRR scheme, the Business Rates bill shall either state that the SSBR2023 entitlement will end on 31st March 2024 or an earlier date, where eligibility to the 12-month grace period expires sooner.

Action Taken to Recover Unpaid Rates Whilst a Decision is Pending

Whilst a decision regarding eligibility for SSBR2023 is being considered, payment of Business Rates should continue to be made in accordance with the most recent bill issued to a Business Ratepayer until they are formally notified otherwise, by way of a revised bill.

Limits – Cash Cap and Subsidy Control

The SSBR2023 Scheme is likely to amount to subsidy. Any relief provided by Harrow Council under this scheme will need to comply with the UK's domestic and international subsidy control obligations (See the [BEIS guidance for public](#)

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[authorities](#) which contains guidance and information on the new UK subsidy control regime which commenced on 4th January 2023.

To the extent that Harrow Council is seeking to provide relief that falls within the Minimal Financial Assistance (MFA) thresholds, the Subsidy Control Act allows an economic actor (e.g. a holding company and its subsidiaries) to receive up to £315,000 in a three-year period (consisting of the 2024/25 year and the two previous financial years). MFA subsidies cumulate with each other and with other subsidies that fall within the category of 'Minimal or SPEI financial assistance'. BEIS COVID-19 business grants and any other subsidies claimed under the Small Amounts of Financial Assistance limit of the Trade and Cooperation Agreement should be counted towards the £315,000 allowance.

In those cases where it is clear to Harrow Council that the Business Ratepayer is likely to breach the MFA limit, then relief may automatically be withheld. Otherwise, Harrow Council may include the relief in bills and ask Business Ratepayers, on a self-assessment basis, to inform the authority if they are in breach of the MFA limit.

Annex A - £110,000 Cash Cap/Minimal Financial Assistance or Small Amount of Financial Assistance Subsidy

In accordance with the conditions prescribed by the government, a Business Ratepayer may only claim up to £110,000 of support under the 2024/25 Supporting Small Business Relief Scheme (SSBR) for all of their eligible hereditaments. The cash cap applies at a Group company level (i.e., holding companies and subsidiaries cannot claim up to the cash cap for each company) and to organisations which, although not a company, have an interest in a company such that they would, if they were a company, result in their being the holding company.

Furthermore, the SSBR is subject to the Minimal Financial Assistance limits under the Subsidy Control Act. This means no recipient can receive over £315,000 over a 3-year period (consisting of the current financial year and the 2 previous financial years).

Covid business grants received from local government and any other subsidy claimed under the Minimal Financial Assistance or Small Amounts of Financial Assistance limit over the 3-year period should be counted.

Therefore, to claim the SSBR, the ratepayer must not have exceeded either the £110,000 cash cap for 2024/25 or the Minimal Financial Assistance limit of £315,000 over 3 years (including 2024/25). Further details of the cash cap and subsidy control can be found at: <https://www.gov.uk/government/publications/business-rates-relief-202324-retail-hospitality-and-leisure-scheme-local-authority-guidance>

The government and London Borough of Harrow will not tolerate any business falsifying their records or providing false evidence to gain this discount, including claiming support above the cash cap or the exemption threshold. A ratepayer who falsely applies for any relief, or provides false information or makes false representation in order to gain relief may be prosecuted for fraud under the Fraud Act 2006



REPORT FOR: CABINET

Date of Meeting: 24 January 2024

Subject: Fees & Charges 2024/25

Key Decision: Yes

Responsible Officer: Sharon Daniels, Interim Director of Finance and Assurance

Portfolio Holder: Councillor David Ashton - Portfolio Holder for Finance and Human Resources

Exempt: No

Decision subject to Call-in: Yes

Wards affected: All Wards

Enclosures: Appendix 1: Harrow Charging Policy
Fees & Charges schedules for Directorates;
Appendix 2: Place
Appendix 3: Managing Director / Resources
Appendix 4: Peoples (Adults and Children Services)

Section 1 – Summary and Recommendations

This report sets out the Council’s proposed Fees & Charges for the financial year 2024/25.

Recommendations: That

1. the implementation of the Fees & Charges from April 2024 (Appendices 2 to 4), except those fees and charges marked ‘Statutory prescribed’ or ‘for noting only – non-Cabinet approval’ be agreed.
2. Delegated authority be given to the Director of Finance and Assurance, to amend fees and charges in year and agree new fees and charges, following consultation with relevant Corporate Director(s) and approval of relevant Portfolio Holders.

Reason: (For recommendation)

To ensure the Council sets a schedule of fees and charges for 2024/25.

Section 2 – Report

Introduction

- 1) This report sets out the Fees & Charges that are proposed to be applied to services for the year 2024/25. This report asks Cabinet to delegate authority to the Director of Finance and Assurance, to amend fees and charges in year, in consultation with relevant Corporate Directors and the relevant Portfolio Holders.
- 2) Fees and charges generate significant income for the Council each year and provide significant funding support to the provision of those services that are charged for. Charges are set broadly within the framework of the Medium-Term Financial Strategy (“MTFS”), the Charging Policy and in accordance with legislative requirements.
- 3) This report provides the charging details of Council services. The policy background to charging, (the Councils Charging Policy), is included at Appendix 1.

Options Considered

- 4) The Financial Regulations in the Council’s Constitution state that Directors are responsible for ensuring that there is, as a minimum, an annual review of fees and charges (for the forthcoming financial year) and an in depth one on a three-year rolling basis. Therefore, the Council’s only option is to review and set its charges for implementation for each year and seek to recover its costs. There are no alternative options.

Background to Fees & Charges

- 5) Harrow Council receives income through a wide variety of sources that are summarised as the following:
 - Grants from Central Government & other sources
 - Council Tax and National Non-Domestic Rates
 - Fees & Charges
- 6) Councils are involved in a wide range of services and the ability to charge for some of these services has always been a key funding source to support the cost of providing the service.
- 7) The Council provides both statutory and discretionary chargeable services. Where fees and charges apply to statutory services these are often set nationally, for example some planning and licensing fees. The majority of statutory services, Building Control being a notable exception, are not funded directly from fees and charges but instead from the Council's other main sources of revenue, i.e. government grants and local taxation. Examples of services funded in this way include Highways, Children's Services, Street Cleansing and Domestic Refuse services.
- 8) There may be circumstances where the charge is set for reasons such as, for example, where the Council wishes to manage demand, or deter or incentivise certain behaviours such as encouraging re-cycling, discouraging trade use of civic amenity waste sites etc.
- 9) The remaining chargeable services where the Council levies fees and charges are of a discretionary nature. These cover a wide range of services such as Libraries, Commercial Waste, Leisure & Recreation facilities, and Parking. Discretionary Services are those that an authority has the power to provide but is not obliged to. This report includes recommendations for the appropriate level of fees and charges for 2024/25 for these types of services.
- 10) The Council has an agreed Charging Policy (Appendix 1) that provides guidance for budget holders in how to set fees, and guidance for members in how to ensure that effective charging strategies are in place.

Charging Policy

- 11) The policy framework (Appendix 1) aims to encourage a consistent and cost-effective approach to the setting of charges for services provided by Harrow Council by:
 - Specifying the process and frequency for reviewing existing charges for all areas of the council's work for which charges could in principle be set
 - Providing guidance on the factors that need to be taken into consideration when charges are being reviewed
 - Requiring more active use of market intelligence when setting charges
 - Establishing parameters for calculating different levels of charges

- Recommending the criteria for applying concessions or discounted charges consistently across the council

Medium Term Financial Strategy 2024/25

12) The Charging Policy provides guidance on the factors to consider when reviewing charges. Where possible, and consistent with the Council's service priorities, charges are increased to ensure a move towards full cost recovery. The general practice in the past was to increase fees and charges by a % to cover the September Retail Price Index (RPI) increase and an additional 1 to 2% towards full cost recovery. However, the September 2022 RPI was exceptionally high at 12.6%, Similarly, the September 2023 RPI was still considerably high at 8.9%. Given the current economic climate and challenges already faced by residents, the proposed increase is 7% (rounded up or down as appropriate) which is less than September RPI.

Summary of Proposed Changes

Place Directorate (Appendix 2)

13) The 2024/25 proposed fees and charges for the Place Directorate are detailed in Appendix 2. In general, discretionary charges have been increased by 7%, with suitable rounding, which is in line with the corporate guidance. Within the schedule, there are a number of fees and charges which are for noting by Cabinet as they relate to non-executive functions in licencing and therefore require Council approval in a separate report.

14) The Directorate has undertaken a review of its fees and charges. Where fees are not increased in accordance with the inflationary guide, they are set out and explained below:

Fees that remain unchanged or are changed by lower than the inflationary uplift or are reduced are:

15) Cemetery fees (charges 15 and 16) - All resident charges relating to child burials (12 years old or under) are to continue to be free of charge, to support families during one of the most traumatic events a family can face and reduce the burden families face during such a difficult time.

16) Memorial seats on the Highway open spaces (charge 27). There is not a set price as the charge is subject to suppliers' costs. The Council seeks to recover full costs plus 10% for administrative fee, which is the same as 2023/24.

17) Garden waste collection (charge 31) – the annual full rate charge is proposed to increase from £65.00 to £69.00 (concessionary rate from £32.50 to £34.50) to reflect the increase in collection costs. Benchmarking data shows that our charges are lower than other boroughs such as Ealing (annual: £90.40; concession: £54.90) and Enfield (annual: £80.00). The proposed annual full rate charge is still cheaper than that prior to 2023/24. Since the simplification of the collection scheme by the current Administration in 2023/24, efficiencies have been achieved to enable the charge to be kept as low as possible.

- 18) Local authority pollution (charge 55) – the charges are the same as 2023/24. The fees are set by DEFRA which have remained the same for 2024/25.
- 19) Harrow Museum and Great Barn (charge 95a) – Education activities (onsite school sessions and holiday activity) are aligned with benchmarking analysis against similar organisations in other boroughs. As a result, the charge for onsite school sessions is increased by 4%, while holiday activities and Tuesday Afternoon Talks prices are kept at 2023/24 level.
- 20) Harrow Arts Centre (charge 95b) – the hire charges for large or small room, dance studio, and Hatch End Suite are increased by 5% following benchmarking to remain competitive.
- 21) Housing Adaptations - Home Improvement Agency fee (charge 100) – Fees for specialised adaptations for disabled persons in both private and Council owned accommodation remain unchanged at 21% and are considered a fair estimate of the specialised nature of the professional services associated with these works.

Fees that are proposed to increase above the inflationary guidelines:

- 22) Confidential Waste (charge 33e) - Following a benchmarking exercise, the charges for both external businesses and schools are standardised to simplify pricing for all customers, resulting in increases of 20% - 52%.
- 23) A thorough review has been undertaken on all the fees and charges in Parking Services, having taken into account the inflation, staffing cost recovery and benchmarking against the fees in neighbouring boroughs. As a result, increases are proposed for the following items.
- On street parking permits for residents, visitors and businesses (charges 37c,37d,37f) – charges to be increased by 10%.
 - Parking permits for contractors (charge 37h) – daily and weekly charges to be increased by 10%; monthly charges to be increased by 65% which is more aligned with the other rates but still represent value for money for permits with a longer duration of validity.
 - Off street parking permits for businesses (charge 37e) – charges to be increased by 15% to 17%.
 - Off street parking charges (charge 37b) – The first 1 hour free parking will continue to be in place as currently. The per hour charge (Monday – Saturday 8am to 6:30pm; Sunday 10am to 6pm) at Grimsdyke Road, Kenton Lane, Kingshill Drive, Whitchurch Playing Fields and Brigade Close car parks is harmonised to £1.00 per hour.
 - Suspension of parking spaces due to works taking place (charge 38) – charges to be increased by 10% to 34%.
- 24) Photocopying fee for environmental information (charge 47) is proposed to increase by 43% to move towards full cost recovery.
- 25) Harrow Music Service - Whole class instrumental teaching programme (charge 96b) – charges to be increased by 10%. The increased charge will now include a basic charge for instrument provision.

26) Pre-Applications (charge 123) - Following a benchmarking review, charges have been increased for major works Category C by 23%, and minor works Category E by 39%, Category F by 60% and Category G by 92%. This will make the pre-application charges more in line with other boroughs.

Introduction of new fees or new categories to fees:

27) Trade Waste (charge 33) – an annual charge for Waste Transfer Note is introduced to help cover the administration costs of producing the document, ensuring it is completed correctly and stored for the stipulated three year period.

28) The outcome of the Parking review has proposed a change in the pricing structure and the introduction of new parking charges. These proposed charges have taken into account the inflation, staffing cost recovery and benchmarking against the fees in neighbouring boroughs.

- On street parking charges (charges 37a) – The first 1 hour free parking will continue to be in place as currently. The tariffs are proposed to be changed from per 20 minutes to per one hour. Parking fees would then go up in 60-minute increments.
- On street parking charges (charge 37a) – The first 1 hour free parking will continue to be in place as currently. New charges are introduced to provide per 60 minutes up to 4 hours at **Marlborough Hill, Sandridge Close, and Brooke Avenue**. Currently the charges are for long stay only, therefore the proposal provides more choices to motorists.
- On street parking charges (charge 37a) – The first 1 hour free parking will continue to be in place as currently. Parking over 6 hours is extended to locations at **Sherwood Road and Stanley Road**.
- Off street parking charges (charge 37b) - The first 1 hour free parking will continue to be in place as currently. New charges are being introduced for long stay parking during the following time periods.

Davy House Car Park and Greenhill Way Car Park:

Monday – Sunday: Hourly rate to be introduced at all times. New 24 hour tariff at £15.00

Grimsdyke Road Car Park:

Monday – Saturday: 8am – 6:30pm Long stay per visit (over 5 hours)

Palmerston Road Car Park:

Monday – Saturday: 6:30pm to Midnight; Sunday: 6pm to Midnight

Sunday: 10am – 6pm New hourly rate to be introduced

Peel House Multistorey Car Park:

Monday – Saturday: 7:30am to 8pm Long stay per visit (over 6 hours)

Sunday: 10am to 6pm Hourly rate or Long Stay per visit (over 2 hours); charges are applicable only if the car park is open on Sunday

Cambridge Road Car Park:

Saturday: 8am to 6:30pm Hourly rate or Long Stay per visit (over 3 hours)

Chapel Lane Car Park:

Monday – Saturday: 8am to 6.30pm Long stay per visit (all day)

Kenton Lane and Kingshill Drive Car Parks (Belmont Circle):

Monday – Saturday: 8am – 6:30pm Long stay per visit (over 5 hours)

Whitechurch Playing Fields, Stanmore Marsh:

Monday – Friday School staff all day

Harrow Leisure Centre Car Park:

Event parking up to 8 hours, over 8 hours, and reserved bay all day

- Off street business permits (charge 37e) – business permit charges (3 months / 6 months / Annual) are introduced at Grimsdyke Road, Kingshill Drive, Kenton Lane and Whitechurch Lane car parks.

29) Housing of multiple occupation (HMO) and Selective Licensing applications (charge 78) – proposal to introduce new fees and charges which will enable staffing and operational costs to be recovered.

- Fees associated with an aborted visit
- Licence administration charge for failure to pay second fee within 5 working days of a request

30) Great Barn (charge 95a) – a new charge is introduced for wedding ceremony (only applicable alongside venue hire booking).

31) Great Barn venue hire (charge 95a) – new fees are introduced for conferences which will be available to external organisations when the venue is not used for wedding. These will enable staffing and other operational costs to be recovered. Discounts will be available for community and charitable events.

32) Contaminated land enquiry (charge 109a) – new charge to reflect new legislative requirements.

33) Pavement licence (charge 21) – pavement licence renewal charge is added.

34) Administration and monitoring of S106 agreements (charges 121) – Due to statutory requirements, new charges are added for Biodiversity net gain (BNG) and on-site monitoring.

35) Environmental information (charge 130) – a new fee is introduced for copies of tree preservation orders. This will contribute towards the recovery of administrative costs.

Managing Director / Resources Directorate (Appendix 3)

- 36) The proposed fees and charges for 2024/25 for the Managing Director / Resources Directorate are detailed in Appendix 3.
- 37) Helpline and Telecare (charge 2) - The 2024/25 charges have not been increased in order for the pricing to remain competitive with other service providers in the marketplace who provide this service to vulnerable residents in the Community.
- 38) Local Land Charges (charge 4) – The charges have been increased by 3% to 33% where appropriate to bring them in line with benchmarking information from other neighbouring authorities.
- 39) Registration Services (charge 5) – this covers citizenship ceremonies and marriage & civil partnerships charges. The charges have been increased by between 2.5% and 43% where appropriate to bring them in line with benchmarking information from other neighbouring authorities.

People's Directorate (Appendix 4)

- 40) The proposed fees and charges for 2024/25 for the Peoples Directorate is detailed in Appendix 4. The schedule covers Adults services and Children and Families.
- 41) The Care Act 2014 introduced a single legal framework for charging for care and support (section 14-17), including discretion as to whether or not to charge. Where a local authority arranges care and support to meet a service user's needs, it may charge the adult, except where the local authority is required to arrange care and support free of charge, i.e for reablement. The principle is that service users should only be required to pay what they can afford, and all service users who are eligible to receive chargeable services are required to go through a financial assessment process to determine their ability to pay.
- 42) Given the increased costs of providing assessed adult social care support, and that the actual contributions towards charges are based on the financially assessed contribution, full cost recovery of costs is sought from those in a position to pay fully for their care. The proposed discretionary charges for adult social care reflect the required percentage to enable full cost recovery with the increases reflecting inflationary cost pressures which include staff costs and the anticipated 2024-25 pay award which will be agreed during the next financial year.
- 43) Charges for day care services (charge 1) indicate in the main an above inflationary increase which reflects in the main the increased cost of utilities and the staff pay award (actual for 2023-24 and estimated for 2024-25).
- 44) Charges for Bedford House (charge 2) will need to be updated once CQC has agreed the deregistration of this service and the costings for the new services finalised. There will be two charges from 1st April 2024 – one for the residential setting (12 beds) and one for the supported living setting (10 beds) which will be updated and agreed by 31st March 2024 under the delegated authority included in this report.
- 45) Charges in relation to the management of client finances under Court of Protection (charge 4) are prescribed up to a maximum amount by the Office of the Public Guardian.

- 46) The Council's Deferred Payments Policy (charge 6) seeks to fully recover costs by way of administration charges, however, it cannot make a profit. The majority of the charges are estimates as legal costs will vary on a case-by-case basis and the figure noted is an estimate of the likely charge, although the actual costs will be invoiced. The valuation fee is reviewed annually in line with staffing costs and the annual management fee is linked to the Office of the Public Guardian rates.
- 47) Charges for arranging care for self-funders (charge 7) – the Care Act 2014 enables councils to fully recover costs for services to self-funders and these prices are set accordingly.
- 48) The fees and charges for the Children & Families Service are proposed to increase by approximately 7% to move towards full cost recovery, rounded where appropriate.

Performance Issues

- 49) Income forms part of the monthly monitoring report which is sent to the Corporate Leadership Team and the quarterly monitoring report to Cabinet. Any specific changes to fees and charges as part of the MTFS will be monitored through the monthly savings tracker which is also updated in the budget monitoring process.

Environmental Implications

- 50) There are no material environmental impacts from the development and implementation of Fees & Charges and the changes detailed in the schedules to this report.
- 51) Any significant changes to the method of delivering services will be subject to an options appraisal, a part of which will be to assess any environmental consequences of the proposed changes.

Risk Management Implications

- 52) Risks included on corporate or directorate risk register? **No**
- 53) Separate risk register in place? **No**
- 54) The relevant risks contained in the register are attached/summarised below. **n/a**
- 55) The following key risks should be taken onto account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Increase in charges have an adverse effect on demand for the service	<ul style="list-style-type: none"> ▪ The impact of an increase having an adverse effect on demand is fully 	GREEN

	<p>considered when deciding on the level of the increase.</p> <ul style="list-style-type: none"> ▪ Charges do not always increase and can be frozen at the prior year level or even reduced. ▪ Fees and charges will be monitored through the Council's various relevant performance indicators and the monthly budget monitoring process. 	
Adverse impact on Council's budget of not setting charges to fully recover costs	<ul style="list-style-type: none"> ▪ The income from fees and charges is factored into the Council's budget setting process and therefore the fact that most charges do not fully recover costs is already factored into the budget. ▪ As per para 12 where possible, and consistent with the Council's service priorities, it is proposed to increase charges to move towards full cost recovery. 	GREEN
Powers to charge are exceeded	<ul style="list-style-type: none"> ▪ When new charges are set, the service will set the charge at a level to either recover costs or for the charge to be subsidized and therefore it is set at a level where costs are not over recovered. ▪ Where fees and charges exceeded the cost of providing the service, the service budget would be a net income budget and not a net cost budget which would be adjusted accordingly in the following year. 	GREEN

Legal Implications: Powers to Charge

56) Local authorities have a variety of powers to charge for specific statutory services set out in statute.

57) The Local Government Act 2003 also provides a power to trade and a power to charge for discretionary services, the latter on a cost recovery basis. The power to charge for discretionary services is not available to local authorities if there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging.

58) Additionally, the Localism Act 2011 provides local authorities with a general power of competence that confers on them the power to charge for services but again subject to conditions/limitations similar to those noted above.

- 59) Where authorities have a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard, however delivery beyond that point may constitute a discretionary service for which a charge could be made.
- 60) All items/services listed in the Appendices are pursuant to a power to provide the relevant service whether it is provided because of a statutory obligation to do so, or on a discretionary basis where the authority is not obliged to provide the service but can choose to do so. In relation to the latter, an authority charging for such services would do so on a cost recovery basis, pursuant to the Local Government Act 2003/Localism Act 2011.
- 61) In the Appendices to this report, the column titled 'Basis for charging' indicates whether the fee stated is prescribed by statute (as a set amount or up to an amount) in which case it is noted as 'statutory prescribed' or 'statutory discretionary' where legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation e.g. the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters, or as 'discretionary' which is where the authority is not obliged to provide the service but if it does so then the charges are based on cost recovery pursuant to the statutory power to charge in Local Government Act 2003/Localism Act 2011.
- 62) Pursuant to Part 4K of the Council's Constitution (Financial Regulations) the Council's fees & charges policy is to be presented to Cabinet in January each year.

Financial Implications

- 63) The increase in fees and charges income will either have been included in the budget as an MTFS saving or be used to offset the operational costs of the service, for example, the inflationary increases in running costs.

Procurement Implications

- 64) There are no Procurement implications arising from this report.

Equalities implications / Public Sector Equality Duty

- 65) Section 149 of the Equalities Act 2010 created the public sector equality duty. Section 149 states that:
- 66) A public authority must, in the exercise of its functions, have due regard to the need to:
- I. Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - II. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

- III. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 67) The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation.
- 68) When making decisions in relation to service provision, the Council must take account of the equality duty and in particular any potential impact on protected groups. Each proposal has been prepared in accordance with the Council's charging policy regarding fees and charges.
- 69) Some charges will not increase in 2024/25 and some may be reduced. In others, the level of charge is set by Government and not within the Council's control.
- 70) Many of the charges where increases are proposed relate to discretionary services such as hiring playing fields and rooms at the arts centre and would not be considered as essential goods that would contribute to a calculation of increases in the cost of living. It is not possible to calculate the percentage increase across the board as this would depend on the number of times each service was accessed. A number of the charges are being increased by 7%, reflecting that most services do not currently recover their full costs. This is in the context of inflation as measured by the Retail Price Index being 8.9% as at September 2023. The difference in most cases represents a small movement towards full cost recovery.

Council Priorities

- 71) This report deals with setting the Council's fees and charges for the financial year 2024/25, from 1st April 2024. The Council's priorities are set out below:
- A council that puts residents first
 - A borough that is clean and safe
 - A place where those in need are supported.
- 72) Income raised helps provide the financial resources to cover costs and develop services, while the way the charges are set impacts on the users of services, particularly vulnerable people and families. The concessions available are an important element of the overall charging regime.

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed by the Chief Financial Officer

Date: 8 January 2024

Statutory Officer: Baljeet Virdee

Signed on behalf of the Monitoring Officer

Date: 22 December 2023

Chief Officer: Alex Dewsnap

Signed by the Managing Director

Date: 8 January 2024

Head of Procurement: Nimesh Mehta

Signed by the Head of Procurement

Date: 3 January 2024

Head of Internal Audit: Neale Burns

Signed on behalf of the Head of Internal Audit

Date: 20 December 2023

Has the Portfolio Holder(s) been consulted? Yes

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqIA carried out: No

EqIA cleared by: N/A

Section 4 - Contact Details and Background Papers

Contact: Jessie Man, Interim Head of Strategic and Technical Finance
(Deputy S151)

Email: jessie.man@harrow.gov.uk

Background Papers: None

**Call-in waived by the Chair of Overview and Scrutiny
Committee: NO**

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Fees & Charges Policy

1) Process and Frequency for Reviewing Charges

A regular review of all charges should be undertaken to ensure they are consistent with the council's priorities and take account of service aims, market sensitivity, customer preferences, and income generation needs.

The setting of appropriate fees & charges should be an integral part of service planning and improvement. The following arrangements for reviewing charges will be applied to all areas of the council where charges for services already exist or could in principle be set:

- a major review of each service's charging policy should take place at least once every three years. To manage the workload it is recommended that charging reviews are undertaken on a 3 year rolling programme, with the more significant charges and/or the less complicated areas being reviewed first.
- the portfolio holder should have the authority to adjust charges between the annual review where this is considered necessary to protect usage and income in response to significant market developments.
- when introducing a new charge it will be necessary to establish the lawful basis of any charge.

2) Factors to consider when reviewing charges

Annual reviews of charges will consider the following factors:

- inflationary pressures - charges should be increased at least in line with inflation unless there is a good reason why not
- the actual or potential impact of any competition in terms of price or quality
- trends in user demand and the forecast effect of price changes
- customer survey results
- whether the particular service should be expected to cover its costs or should be subsidised, and to what extent
- council wide and service budget targets
- cost structure implications arising from developments such as investments made in the service
- alternative charging structures that could be more effective
- proposals for targeted promotions during the year, and evaluation of any that took place in the previous year
- Method and cost of income collection

A list of questions is provided as Annex A to assist service managers to review their charges. These questions were designed by the Audit Commission to be used by councils to examine their approach to charging and to identify opportunities to maximise the benefits of charges.

3) The Use of Market Intelligence

All managers of services for which a charge is made should consult regularly with customers and interested groups on the range, quality and cost of services provided. Where cost effective comprehensive and accurate usage statistics, commensurate to the size of the service, should be maintained for all services and at all facilities where charges are made. This will enable analysis of usage, justification of any subsidy given by council and accurate forecasting of the effect of price changes on usage. This is necessary to understand the needs, behaviour and expectations of the market and its users, and their ability to pay. This information should be used in the review of charges.

All managers of services for which a charge is made should take steps to identify competitors offering similar or related services, and make use of comprehensive and dynamic market intelligence in evaluating:

- their charging policy
- the range of services provided
- the quality of services provided
- their cost structure

Benchmarking should be undertaken regularly with other councils in the local area and with relevant national groupings of authorities, to ensure that charges are at comparable levels and that significant differences are understood and justified.

4) Parameters for calculating different levels of charges

Charges should be set at a level to maximise both take-up and income targets. Wherever possible the income raised should cover the full cost of providing the service in question. If a service is unable to cover its full cost then the subsidy to the service should be fully justified in terms of achieving the council's priorities. There are restrictions on making a profit from charging, further details of the legal background to setting a charge is provided as Annex B.

Full cost should be based on the direct cost of service provision including staff, supplies and services, equipment, premise costs. It should include support service costs (SSC's) where appropriate but not capital charges.

For certain services it will be normal entrepreneurial practice to set **Promotional Charges**, **Differential Charging** and **Frequent User Discounts**

- **Promotional Charges** are defined as short term charges that are targeted to increase

take-up or awareness of the services that are available

- **Differential Charges** can be used to dampen demand at peak times and increase revenue from spare capacity
- **Frequent User Discounts** are to be used only for commercial reasons such as generating customer loyalty where alternative provision from competitors exists, and where market analysis shows a real risk of reduced income if they are not offered.

Fines - There may be circumstances where income generation is not the key driver for the way in which prices are set, for example, where the Council wishes to manage demand, or deter or incentivise certain behaviours such as encouraging re-cycling, discouraging trade use of civic amenity waste sites etc. In this context, however, the general principles of pricing should apply and in particular that any charged activities, enforcement etc must at least recover cost.

5) Concessions

There are two potential areas of concessions, the first type based on the individual's status, for example, child, student, pensioner, disabled person plus a second level based on ability to pay linked to receipt of means-tested benefits, such as housing benefit. The Council is in the process of defining a common set of eligibility criteria to be applied consistently across all service areas, which minimise duplicated processes and which are as simple as possible for the user to understand and to access. Further guidance will be issued when this work is completed.

Concessionary charges should not normally apply at times or in situations which would result in the loss of income from customers paying the full charge. No concessions will be provided to non Harrow Council residents.

Within the overall aim of minimising any social or economic barriers to the take-up of services, the council should at all times consider ways in which a proportion of income generated from charges could be used in the interests of social inclusion. The types of mechanisms that might be made available to encourage take-up of council services by disadvantaged groups might include transport to facilities, provision of child care, additional promotional discounts to encourage use, or development activity to raise levels of aspiration. Accurate user statistics should be maintained to ensure that a subsidy being provided on social inclusion grounds is effective.

Charging Review – Questions to be covered

The following questions are provided to assist service managers to undertake a review of their charges.

1. What do we want to achieve including:

- How much income are we trying to generate, and why?
- Whose use of services do we want to subsidise, and by how much?
- Whose behaviour are we hoping to influence, and in what ways?
- How will charges help improve value for money, equity and access to services?

2. What's the current picture?

- What is the current charge.
- How do charges compare to similar councils and other service providers?
- How are charges structured, and why?
- Are cost effective mechanisms available for paying and collecting charges
- Are income targets being achieved?
- What is the impact, intended or unintended, of charges on local people?
- Which people are using services and which aren't?
- Which users are paying for services and which aren't?
- Are concessions being taken up by the people at whom they are targeted?
- Are we maximising the take-up of related benefits in this area?

3. What do local people think of our charges?

- Have we consulted service users and the public about the current and proposed charges plus their views on value for money of the service?

4. Where do we go from here?

- What changes, if any, should we make to the level and structure of charges?
- How will we evaluate the impact of charges?
- What data will we need?
- Can we collect this data cost effectively?
- When should we next review our approach?

Guidance on the legal framework for calculating charges

Discretionary income generation which must be in a 'function related activity', or contribute to 'wellbeing' outcomes as defined by the 2003 Local Government Act. Broadly the rules/guidance which apply are:

- Councils are under a duty to ensure, that taking one year with another, the income from charges for discretionary services does not exceed the costs of provision.
- Where discretionary charging results in a surplus or profit over and above the costs attributable that activity, this shall be addressed in subsequent years by reducing charges to compensate for the level of over recovery. Any over recovery should aim to be addressed within a three year period.
- Charges may be set differentially, so that users are charged different amounts, for example for parking at different times of the day or for different levels of service.
- Authorities are not required to charge for discretionary services and may provide them free of charge if they wish.
- Authorities need to be able to demonstrate that users have consented to a charge. Payment in advance not only demonstrates consent but avoids debt collection costs. Where a charge can't be levied in advance then a service needs to ensure that charges are clearly visible to the user.
- The charging powers conveyed by the 2003 Act do not apply if there are already powers to charge for the service or charging is already prohibited.

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
1. Hire of Pavilion tea rooms (per hour)											
General public	17.40		17.40	18.60		18.60	Mohammed Hafeez	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Concessions (community groups and charities and registered pre-school groups meeting criteria)	12.10		12.10	13.00		13.00	Mohammed Hafeez	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Pre- school day rate	133.10		133.10	142.00		142.00	Mohammed Hafeez	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
2. Tree Donations for Parks & Highways (outside scope of VAT)							Dalton Cenac				
Per Tree	693.00		693.00	741.50		741.50	Dalton Cenac	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Per tree (with memorial plaque)	See below		See below	See below		See below	Dalton Cenac		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Additional cost if tree pit needs to be installed in hard surface	115.50		115.50	123.60		123.60	Dalton Cenac	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Additional cost of memorial plaque required	115.50		115.50	123.60		123.60	Dalton Cenac	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
3. Allotment Gardens (per year) (outside scope of VAT)							Mohammed Hafeez				
Rent of single pole (25.29 sq mtrs)	6.40		6.40	7.00		7.00	Mohammed Hafeez	9%	s10 Allotments Act 1950	Statutory Discretionary	
Concessions	3.20		3.20	3.50		3.50	Mohammed Hafeez	9%	s10 Allotments Act 1950	Statutory Discretionary	
Water charge per pole (25.29 sq mtrs) -concessions do not apply	3.20		3.20	3.50		3.50	Mohammed Hafeez	9%	s10 Allotments Act 1950	Statutory Discretionary	
Rotavating charge per 25.29 sq mtrs (pole) (5 pole plot minimum size for service)	19.00	3.80	22.80	20.33	4.07	24.40	Mohammed Hafeez	7%	s10 Allotments Act 1950	Statutory Discretionary	
Weed spraying charge per 25.29 sq mtrs (pole) (5 pole plot minimum size for service)	19.00	3.80	22.80	20.33	4.07	24.40	Mohammed Hafeez	7%	s10 Allotments Act 1950	Statutory Discretionary	
4. Fly Tipping Removal							Mohammed Hafeez				
Removal of fly tip on private land hourly rate (minimum charge of one hour)	276.25	55.25	331.50	295.58	59.12	354.70	Mohammed Hafeez	7%	S 33B Environmental Protection Act 1990 s33B EPA 1990 allows LBH to recover the costs of a clean up where a person is convicted of an offence and this should be included in the loss/damages claimed	Statutory Discretionary	
Annual charge for investigation and removal of fly tipping (charge for initial service and may increase as a result of the investigation)	2,213.33	442.67	2,656.00	2,368.25	473.65	2,841.90	Mohammed Hafeez	7%	S 33B Environmental Protection Act 1990 s33B EPA 1990 allows LBH to recover the costs of a clean up where a person is convicted of an offence and this should be included in the loss/damages claimed	Statutory Discretionary	
5. Graffiti Removal							Mohammed Hafeez				
Removal of graffiti/fly posting on private land hourly rate (minimum charge of one hour)	125.42	25.08	150.50	134.17	26.83	161.00	Mohammed Hafeez	7%	S 127, Localism Act 2011	Statutory Discretionary	
6. (NOT USED)							Mohammed Hafeez				
7. Rounders Pitch							Mohammed Hafeez				
Rental per occasion	78.67	15.73	94.40	84.17	16.83	101.00	Mohammed Hafeez	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
8. Football, Gaelic Football and Rugby							Cathy Knubley / Tim Bryan				
Seasonal adult pitch letting (29 week season 1 match per week) with Council changing accommodation	1,364.00		1,364.00	1,364.00		1,364.00	Cathy Knubley / Tim Bryan	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Seasonal adult pitch letting (29 week season 1 match per week) without Council changing accommodation	1,190.50		1,190.50	1,190.50		1,190.50	Cathy Knubley / Tim Bryan	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Seasonal youth pitch letting (29 week season 1 match per week) with Council changing accommodation	735.50		735.50	735.50		735.50	Cathy Knubley / Tim Bryan	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Seasonal youth pitch letting (29 week season 1 match per week) without Council changing accommodation	561.75		561.75	561.75		561.75	Cathy Knubley / Tim Bryan	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(a) Occasional Senior Let (per match)	157.50	31.50	189.00	168.50	33.70	202.20	Cathy Knubley / Tim Bryan	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(b) Occasional senior pitch letting (per match) without Council changing accommodation	120.08	24.02	144.10	128.50	25.70	154.20	Cathy Knubley / Tim Bryan	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(c) Occasional Junior Let (per match)	94.42	18.88	113.30	101.00	20.20	121.20	Cathy Knubley / Tim Bryan	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(d) Occasional Junior Pitch Letting (per match) Without Council Changing Accommodation	72.17	14.43	86.60	77.25	15.45	92.70	Cathy Knubley / Tim Bryan	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(e) Football/Rugby Exclusive Use (exempt VAT)	5,079.00		5,079.00	5,434.50		5,434.50	Cathy Knubley / Tim Bryan	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(f) vertidrainning request for pitch	511.08	102.22	613.30	546.83	109.37	656.20	Cathy Knubley / Tim Bryan	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(g) Sanding request for 100t sand supply and apply for pitch	5,424.67	1,084.93	6,509.60	5,804.42	1,160.88	6,965.30	Cathy Knubley / Tim Bryan	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
(h) Sanding request brush surface	183.50	36.70	220.20	196.33	39.27	235.60	Cathy Knubley / Tim Bryan	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(i) Extra cut request (outside standard cuts)	72.75	14.55	87.30	77.83	15.57	93.40	Cathy Knubley / Tim Bryan	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(j) additional markings in year	72.75	14.55	87.30	77.83	15.57	93.40	Cathy Knubley / Tim Bryan	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
9. Cricket Pitches							Mohammed Hafeez				
(a) Seasonal Lettings of 1 Day Per Week per 22 week season (exempt VAT)	4,043.00		4,043.00	4,326.00		4,326.00	Mohammed Hafeez	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(b) Occasional Letting Per Day	221.92	44.38	266.30	237.42	47.48	284.90	Mohammed Hafeez	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
(c) Cricket exclusive use (exempt VAT)	7,943.10		7,943.10	8,499.00		8,499.00	Mohammed Hafeez	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
10. NOT USED							Mohammed Hafeez				
12. Bowls							Mohammed Hafeez				
Season Letting (exempt VAT)	7,540.00		7,540.00	8,068.00		8,068.00	Mohammed Hafeez	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
13. Event Hire of Asset/Open Space							Toye Ogunleye				
Concessions apply to events by community organisations, schools, places of worship and registered charities within the borough that have free entry and are open to the general public											
Application Fee (concession 80% discount)	63.67	12.73	76.40	68.08	13.62	81.70	Toye Ogunleye	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Small Event (up to 499 capacity) - Hire Charge (concession 80% discount)	509.00		509.00	544.60		544.60	Toye Ogunleye	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Medium Event (500-1000 capacity) - Hire Charge (concession 80% discount)	1,017.90		1,017.90	1,089.20		1,089.20	Toye Ogunleye	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Large Event (over 1000 capacity) - Hire Charge (concession 80% discount)	2,291.90		2,291.90	2,452.30		2,452.30	Toye Ogunleye	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Large Commercial Event (professional)	POA		POA	POA		POA	Toye Ogunleye		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Fitness & small-group activity permit (min charge/single session)	62.10		62.10	62.10		62.10	Toye Ogunleye	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Circus/Funfair daily rate:							Toye Ogunleye				
- small per set up/down day (deposit POA)	255.10		255.10	273.00		273.00	Toye Ogunleye	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
- small per operational day (deposit POA)	510.10		510.10	545.80		545.80	Toye Ogunleye	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
- medium per set up/down day (deposit POA)	510.10		510.10	545.80		545.80	Toye Ogunleye	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
- medium per operational day (deposit POA)	1,017.90		1,017.90	1,089.20		1,089.20	Toye Ogunleye	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
- large per set up/down day (deposit POA)	1,146.00		1,146.00	1,226.20		1,226.20	Toye Ogunleye	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
- large per operational day (deposit POA)	2,291.90		2,291.90	2,452.30		2,452.30	Toye Ogunleye	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Hire of space special events (POA)	POA		POA	POA		POA	Toye Ogunleye		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Filming	POA		POA	POA		POA	Toye Ogunleye		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Waste Management	POA		POA	POA		POA	Toye Ogunleye		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Reinstatement fee after event for damages, per labour hour	64.67	12.93	77.60	69.17	13.83	83.00	Toye Ogunleye	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
14. Sports Playing Fields (Education Season)							Mohammed Hafeez				
Without accommodation							Mohammed Hafeez				
Schools football fixture (31 week season) (exempt VAT)	1,060.00		1,060.00	1,135.00		1,135.00	Mohammed Hafeez	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Schools cricket fixture (18 week season) (exempt VAT)	1,586.00		1,586.00	1,697.00		1,697.00	Mohammed Hafeez	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Schools football fixture (Casual per match)	64.08	12.82	76.90	68.58	13.72	82.30	Mohammed Hafeez	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
Schools cricket fixture (Casual per match)	111.67	22.33	134.00	119.50	23.90	143.40	Mohammed Hafeez	7%	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary	
15. Cemetery Fees (Outside scope VAT)							Mohammed Hafeez				
Exclusive right of burial inc. Deed of Grant and Number							Mohammed Hafeez				
(Muslim, Lawn, Traditional, Cremated Remains - full size plot, Greek)							Mohammed Hafeez				
Resident	3,230.10		3,230.10	3,456.00		3,456.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Non-resident	5,802.90		5,802.90	6,209.00		6,209.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Childs Section, Cremation Plots							Mohammed Hafeez				
Resident	0.00		0.00	0.00		0.00	Mohammed Hafeez	0%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Non-resident	2,072.90		2,072.90	2,218.00		2,218.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
16a. Interment Fees							Mohammed Hafeez				
Child/Stillborn Half Plot (Resident)	0.00		0.00	0.00		0.00	Mohammed Hafeez	0%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Child/Stillborn Half Plot (Non resident)	676.30		676.30	724.00		724.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Over 12 Years old (Resident)	997.70		997.70	1,068.00		1,068.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Over 12 Years old (Non resident)	1,806.60		1,806.60	1,933.00		1,933.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Crem Plot (Resident)	315.80		315.80	338.00		338.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Crem Plot (Non-resident)	561.80		561.80	601.00		601.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Oversized coffin/casket surcharge over 700mm (27") wide	594.40		594.40	636.00		636.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Additional fee for 3 Metre depth digging	808.90		808.90	866.00		866.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
16b. Memorial Rights							Mohammed Hafeez				
Lawn / Crem Section (Resident)	373.00		373.00	400.00		400.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Lawn / Crem Section (Non resident)	373.00		373.00	400.00		400.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
16c. Memorials (Harrow Borough Only)							Mohammed Hafeez				
Traditional Section (Child Resident)	0.00		0.00	0.00		0.00	Mohammed Hafeez	0%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Traditional Section (Child) (Non resident)	669.60		669.60	717.00		717.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Traditional Section (Over 12 years old) (Resident)	373.00		373.00	400.00		400.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Traditional Section (Over 12 years old) (Non resident)	669.60		669.60	717.00		717.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Erection of a vertical memorial in lawn sections (Resident)	373.00		373.00	400.00		400.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Memorial Rights vertical memorial in lawn sections (Non resident)	644.90		644.90	690.00		690.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Replacement of a flat plaque by an upright memorial	373.00		373.00	400.00		400.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Conversion of a flat plaque to a vertical headstone style memorial	373.00		373.00	400.00		400.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Provision of an additional flat plaque	373.00		373.00	400.00		400.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Replacement of a flat plaque by one of a larger size.	373.00		373.00	400.00		400.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Additional inscription to existing memorials.	129.30		129.30	138.00		138.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Alterations or additions to existing memorials.	129.30		129.30	138.00		138.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
16d. Public Graves in which the exclusive right of burial has not been purchased							Mohammed Hafeez				
Under 12 Years old / Half Plot (Resident)	0.00		0.00	0.00		0.00	Mohammed Hafeez	0%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Under 12 years old / Half Plot (Non-resident)	847.10		847.10	906.00		906.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Over 12 Years old (Resident)	1,428.00		1,428.00	1,528.00		1,528.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Over 12 Years old (Non-resident)	2,148.10		2,148.10	2,299.00		2,299.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Oversized coffin/casket surcharge over 700mm (27") wide	593.20		593.20	635.00		635.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Additional fee for 3 Metre depth digging	808.90		808.90	866.00		866.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Permission for a flat plaque or flower container on a public grave where permissible	133.80		133.80	143.00		143.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
16e. Sundry Fees							Mohammed Hafeez				
Option to Purchase							Mohammed Hafeez				
(Non-refundable reservation fee)	624.70		624.70	669.00		669.00	Mohammed Hafeez	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Commerative plaques on trees where permissible	379.70		379.70	406.00		406.00	Mohammed Hafeez	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Charge for the supply and installation of a standard park seat (1.8m) as a memorial, dedication or sponsored gift, including the supply and fixing of commemorative plaque.		The cost of supplying & fixing the seat incl. plaque plus 10% admin fee		The cost of supplying & fixing the seat incl. plaque plus 10% admin fee		The cost of supplying & fixing the seat incl. plaque plus 10% admin fee	Mohammed Hafeez		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
16f. Purchase of Exclusive right of burial only prior to any interment. This includes Deed of Grant and Number Tablet.							Mohammed Hafeez				
Child (Resident)	0.00		0.00	0.00		0.00	Mohammed Hafeez	0%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Child (Non resident)	2,154.90		2,154.90	2,306.00		2,306.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Over 12 Years old (Resident)	2,880.70		2,880.70	3,082.00		3,082.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Over 12 Years old (Non resident)	5,762.50		5,762.50	6,166.00		6,166.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Supplementary charge for plots directly adjacent to paths in Carpenders Park (Resident)	1,522.40		1,522.40	1,629.00		1,629.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Supplementary charge for plots directly adjacent to paths in Carpenders Park (Non-Resident)	2,918.90		2,918.90	3,124.00		3,124.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Single burial in-suite casket (Harrow - New single depth graves only)	810.10		810.10	867.00		867.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Memorial Removal for interment (authorisation)	184.30		184.30	198.00		198.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Chapel Hire	98.90		98.90	106.00		106.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Certificate of burial	92.10		92.10	99.00		99.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Transfer of exclusive right of burial	92.10		92.10	99.00		99.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Copy of deed of grant of burial rights	69.70		69.70	75.00		75.00	Mohammed Hafeez	8%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Cancellation or postponement of a previously arranged interment	255.10		255.10	273.00		273.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Manual depth test in a grave space on request.	89.90		89.90	96.00		96.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Admin charge for memorial permission re-application memorial permission	84.70		84.70	91.00		91.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
10 Year Extension to Exclusive Right of Burial (Child Resident)	0.00		0.00	0.00		0.00	Mohammed Hafeez	0%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
10 Year Extension to Exclusive Right of Burial (Child Non resident)	311.30		311.30	334.00		334.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
10 Year Extension to Exclusive Right of Burial (Over 12 Years old Resident)	411.20		411.20	440.00		440.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
10 Year Extension to Exclusive Right of Burial (Over 12 Years old Non resident)	821.30		821.30	879.00		879.00	Mohammed Hafeez	7%	Art 15, Local Authorities Cemeteries Order 1977	Statutory Discretionary	
17a. Standard S38 / 278 supervision fees (outside scope of VAT)							Dalton Cenac				
Min supervision fee for S38 or S278 works'	5,948.30		5,948.30	6,364.70		6,364.70	Dalton Cenac	7%	S 278, Highways Act 1980	Statutory Discretionary	
The Council undertakes the supervision of new estate roads or works on the highway that are the subject of a Section 38 or S278 Agreement. The percentage quoted is a percentage of the value of the work performed.							Dalton Cenac				
S38 works – design, checking and supervision fee (subject to min fee) for construction works valued up to £500,000	10.00%		10.00%	10.00%		10.00%	Dalton Cenac		S 278, Highways Act 1980	Statutory Discretionary	
S38 works – design, checking and supervision fee (subject to min fee) for construction works valued in excess of £500,000	5.00%		5.00%	5.00%		5.00%	Dalton Cenac		S 278, Highways Act 1980	Statutory Discretionary	
S278 works – design, checking and supervision fee (subject to min fee) for construction works valued up to £500,000	15.00%		15.00%	15.00%		15.00%	Dalton Cenac		S 278, Highways Act 1980	Statutory Discretionary	
S278 works – design, checking and supervision fee (subject to min fee) for construction works in excess of £500,000	7.50%		7.50%	7.50%		7.50%	Dalton Cenac		S 278, Highways Act 1980	Statutory Discretionary	
17b. Standard Non S38 / 278 supervision fees (outside scope of VAT)							Ian Slaney				
Supervision fee for developers that are carrying out significant works on the highway	3,569.00		3,569.00	3,818.80		3,818.80	Ian Slaney	7%	Section 177 Highways Act 1980	Statutory Discretionary	
18. Licences for Projections over the Highway Section 177 Highways Act 1980 (outside scope of VAT)							Ian Slaney				Non Executive Licensing - Council Approval Required
The Council issues licences for canopies and any other projection over the highway, and incurs ongoing administration/inspection costs for which an initial lump sum of £500 is normally charged.							Ian Slaney				
Application for Licence for a building to oversail the highway	324.60		324.60	347.30		347.30	Ian Slaney	7%	Section 177 Highways Act 1980	Statutory Discretionary	
Application for permission to oversail the highway with construction equipment (not cranes - covered elsewhere)	324.60		324.60	347.30		347.30	Ian Slaney	7%	Section 177 Highways Act 1980	Statutory Discretionary	
Application to change a structure projecting over or under the highway (additional charges per hours)	71.60		71.60	76.60		76.60	Ian Slaney	7%	Section 177 Highways Act 1980	Statutory Discretionary	
19a. Vehicles Crossings (outside scope of VAT)							Ian Slaney				
Administration and Supervision Fees:							Ian Slaney				
A charge for provision of estimate for construction of a vehicle crossing non refundable if application proceeds (including one alteration after submission)	123.60		123.60	132.30		132.30	Dalton Cenac / Ian Slaney	7%	S184, Highways Act 19080	Statutory Discretionary	
2nd and further alterations to application	50% of application fee		50% of application fee	50% of application fee		50% of application fee	Dalton Cenac / Ian Slaney				
Estimate in 10 working days (non refundable) (as above but within 10 working days)	309.50		309.50	331.20		331.20	Dalton Cenac / Ian Slaney	7%	S184, Highways Act 19080	Statutory Discretionary	
Estimate for shared crossing. Only available where it is not possible to provide off street parking without a shared vehicle crossing.	150% single application		150% single application	150% single application		150% single application	Dalton Cenac / Ian Slaney				
Residential Advice - Provision of site meeting and construction drawing of front garden showing compliance with Vehicle Crossing Policy requirements. Aerial view drawing setting out hard standing area, landscaping and drainage requirements:							Dalton Cenac / Ian Slaney				
Standard Visit - within 4 weeks	170.42	34.08	204.50	182.33	36.47	218.80	Dalton Cenac / Ian Slaney	7%	S184, Highways Act 19080	Statutory Discretionary	
A charge to remove / amend a controlled parking bay on the highway to allow a proposed crossing application to proceed. This requires a legal process under the Road Traffic Regulation Act and a statutory consultation to be undertaken. There is no guarantee that the bay can be removed if there is public opposition to the consultation. The fee is charged regardless of the outcome	1,100.00		1,100.00	1,177.00		1,177.00	Dalton Cenac / Ian Slaney	7%	S184, Highways Act 19080	Statutory Discretionary	
19b. Vehicle Access Protection Marking							Dalton Cenac				
Application fee (non refundable)	61.90		61.90	66.20		66.20	Dalton Cenac	7%	Reg 4, Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Marking (for a length of up to 5 metres)	185.60		185.60	198.60		198.60	Dalton Cenac	7%	Reg 4, Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Marking (for each additional metre over and above 5 metres)	24.90		24.90	26.60		26.60	Dalton Cenac	7%	Reg 4, Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
20. Street Works Licence							Ian Slaney				
Licence Fee (VAT exempt)	1,235.90		1,235.90	1,322.40		1,322.40	Ian Slaney	7%	Schedule 3, New Roads & Street Works Act 1991	Statutory Discretionary	
Where officers involvement exceeds the statutory functions, as required by the terms of the licence, additional time will be charged to the nearest half an hour (hourly rate shown)	190.60		190.60	203.90		203.90	Ian Slaney	7%	Schedule 3, New Roads & Street Works Act 1991	Statutory Discretionary	
21. Tables & Chairs on the Highway licence (please note planning permission is likely to be needed)							Emma Phasey				Non Executive Licensing - Council Approval Required
Issue of licence (subject to successful application)	541.00		541.00	580.00		580.00	Emma Phasey	7%	S 32, London Local Authorities Act 1990	Statutory Discretionary	
Annual renewal of licence (subject to successful application)	541.00		541.00	580.00		580.00	Emma Phasey	7%	S 32, London Local Authorities Act 1990	Statutory Discretionary	
Pavement Licence	100.00		100.00	500.00		500.00	Emma Phasey	400%	S 1, Building and Planning Act 2020	Statutory Discretionary	
Pavement Licence renewal	Not Applicable			350.00		350.00	Emma Phasey	NEW	Building and Planning Act 2020 as amended by Levelling Up and Regeneration Bill (2022)	Statutory Discretionary	
22. Adding or changing a name of an existing property or address (exempt VAT)							Ian Slaney				Non Executive Licensing - Council Approval Required
A charge to make amendments to the National Land and Property Gazetteer							Ian Slaney				
Minimum charge (up to one hour of officer time)	75.50		75.50	80.80		80.80	Ian Slaney	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Any period of time in excess of one hour to the nearest half an hour (hourly rate shown)	127.10		127.10	136.00		136.00	Ian Slaney	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
23. Temporary traffic restrictions for highway works (planned) (exempt VAT)							Ian Slaney				
Standard charge for one order up to 1 week	2,956.80		2,956.80	3,163.80		3,163.80	Ian Slaney	7%	Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
Standard charge for one order > 1 week but < 3 months	3,199.40		3,199.40	3,423.40		3,423.40	Ian Slaney	7%	Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
Standard charge for one order > 3 months but < 18 months	5,012.70		5,012.70	5,363.60		5,363.60	Ian Slaney	7%	Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
24. Temporary traffic restrictions for highway works (emergency) (exempt VAT)							Ian Slaney				
Standard charge for one order	2,362.00		2,362.00	2,527.30		2,527.30	Ian Slaney	7%	Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
25. Preparation of plans of temporary traffic restrictions / diversion routes for highway works (exempt VAT)							Ian Slaney				
** Note: A quotation will be provided based on the nature and extent of the works requested.							Ian Slaney				
Minimum charge (up to 2 hrs of officer time)	247.20		247.20	264.50		264.50	Ian Slaney	7%	Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
Any period of time in excess of one hour to the nearest half an hour (hourly rate shown)	123.60		123.60	132.30		132.30	Ian Slaney	7%	Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
26. Damage to footpaths, street lighting etc (outside scope of VAT)							Dalton Cenac				
Recharges for damage caused to footpaths/street lighting/street furniture (administration on-cost added to direct contractor cost).							Dalton Cenac				
Cost Of works (Administrative costs)							Dalton Cenac				
£0 to £2000	25% or minimum £200		25% or minimum £200	25% or minimum £200		25% or minimum £200	Dalton Cenac		S 131, Highways Act 1980	Statutory Prescribed	
£2,001 and over	25.00%		25.00%	25.00%		25.00%	Dalton Cenac		S 131, Highways Act 1980	Statutory Prescribed	
27. Memorial Seats On the Highway/Open Spaces (outside scope of VAT)							Dalton Cenac				
Charge for the supply and installation of a standard highway seat (1.8m) as a memorial, dedication or sponsored gift, including the supply and fixing of commemorative plaque.	The cost of supplying & fixing the seat incl. plaque plus 10% administration fee		The cost of supplying & fixing the seat incl. plaque plus 10% administration fee	The cost of supplying & fixing the seat incl. plaque plus 10% administration fee		The cost of supplying & fixing the seat incl. plaque plus 10% administration fee	Dalton Cenac		Section 1, Parish Councils Act 1957 and S 93 Local Government Act and Localism Act 2011 (S1 Parish Councils Act 1957 does not appear to apply as LBH are not Parish Council)	Discretionary	
Charge for the supply and installation of a standard parks seat (1.8m) as a memorial, dedication or sponsored gift, including the supply and fixing of commemorative plaque.	POA		POA	POA		POA	Dalton Cenac		Section 1, Parish Councils Act 1957 and S 93 Local Government Act and Localism Act 2011 (S1 Parish Councils Act 1957 does not appear to apply as LBH are not Parish Council)	Discretionary	
28. (NOT USED)							NOT USED				
29. (NOT USED)							NOT USED				
30. Special Refuse Collection (outside scope for VAT)							Mohammed Hafeez				
Hourly rate (Minimum charge of one hour)	329.20		329.20	352.00		352.00	Mohammed Hafeez	7%	S45 Environmental Protection Act 1990	Statutory Discretionary	
30 a. Special Waste Service							Mohammed Hafeez				

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	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
(Business supply; outside the scope of VAT)							Mohammed Hafeez				
Up to 4 items (both recyclable and non recyclable)	POA		POA	POA		POA	Mohammed Hafeez			S45 Environmental Protection Act 1990	Statutory Discretionary
Up to 8 items (both recyclable and non recyclable)	POA		POA	POA		POA	Mohammed Hafeez			S45 Environmental Protection Act 1990	Statutory Discretionary
Up to 12 items (both recyclable and non recyclable)	POA		POA	POA		POA	Mohammed Hafeez			S45 Environmental Protection Act 1990	Statutory Discretionary
Landlords/Agents-Up to 8 items	84.90		84.90	91.00		91.00	Mohammed Hafeez	7%		S45 Environmental Protection Act 1990	Statutory Discretionary
Landlords/Agents-Over 8 items	133.10		133.10	142.00		142.00	Mohammed Hafeez	7%		S45 Environmental Protection Act 1990	Statutory Discretionary
Additional charge for Premium Collection Service (24 hour removal)	27.70		27.70	30.00		30.00	Mohammed Hafeez	8%		S45 Environmental Protection Act 1990	Statutory Discretionary
Single item- e.g. Mattress	POA		POA	POA		POA	Mohammed Hafeez			S45 Environmental Protection Act 1990	Statutory Discretionary
Bulky Waste Charges (effective from January 2023)							Toye Ogunleye			S45 Environmental Protection Act 1990	Statutory Discretionary
(Residents; outside the scope of VAT)							Toye Ogunleye			S45 Environmental Protection Act 1990	Statutory Discretionary
One collection of up to 4 items per household in Harrow annually			Free			Free	Toye Ogunleye			S45 Environmental Protection Act 1990	Statutory Discretionary
Subsequent collections within year:							Toye Ogunleye			S45 Environmental Protection Act 1990	Statutory Discretionary
Single items e.g. Mattress	17.40		17.40	18.60		18.60	Toye Ogunleye	7%		S45 Environmental Protection Act 1990	Statutory Discretionary
Up to 4 items	51.00		51.00	54.60		54.60	Toye Ogunleye	7%		S45 Environmental Protection Act 1990	Statutory Discretionary
Up to 8 items	75.00		75.00	80.30		80.30	Toye Ogunleye	7%		S45 Environmental Protection Act 1990	Statutory Discretionary
Up to 12 items	99.00		99.00	105.90		105.90	Toye Ogunleye	7%		S45 Environmental Protection Act 1990	Statutory Discretionary
More than 12 items	POA		POA	POA		POA	Toye Ogunleye	0%		S45 Environmental Protection Act 1990	Statutory Discretionary
							Toye Ogunleye			S45 Environmental Protection Act 1990	Statutory Discretionary
31. Garden Waste Collection(outside scope for VAT)							Mohammed Hafeez				
Resident charge for Garden Waste collection full year service fortnightly full rate	65.00		65.00	69.00		69.00	Mohammed Hafeez	6%		Schedule 1 para 4, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary
Resident charge for Garden Waste collection full year service fortnightly concessionary rate for residents on means tested benefits	32.50		32.50	34.50		34.50	Mohammed Hafeez	6%		Schedule 1 para 4, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary
Additional bin - Resident on full year service full rate	50.00		50.00	55.00		55.00	Mohammed Hafeez	10%		Schedule 1 para 4, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary
Additional bin - Resident on full year service concessionary rate	32.50		32.50	35.00		35.00	Mohammed Hafeez	8%		Schedule 1 para 4, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary
32. Supply of Bins – Sales							Mohammed Hafeez				
New/Additional/Change of 240 Litre Wheeled Bin	77.80		77.80	83.00		83.00	Mohammed Hafeez	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
1,100 Litre bin (flats, new developments)	562.50	112.50	675.00	601.92	120.38	722.30	Mohammed Hafeez	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
1280 litre recycling bin	641.67	128.33	770.00	686.58	137.32	823.90	Mohammed Hafeez	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
New Garden Waste Bin (if sign up to service)	33.70		33.70	36.10		36.10	Mohammed Hafeez	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
Food waste bins (7L and 23L) - issue of 3rd bin and above at premise	5.17	1.03	6.20	5.50	1.10	6.60	Mohammed Hafeez	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
Bio-bags (pack of 50)	2.67	0.53	3.20	2.84	0.57	3.40	Mohammed Hafeez	6%		S46 Environmental Protection Act 1990	Statutory Discretionary
							Toye Ogunleye			S46 Environmental Protection Act 1990	Statutory Discretionary
33. Trade Waste bin charges							Toye Ogunleye			S46 Environmental Protection Act 1990	Statutory Discretionary
Replacement 140/240 litre trade bin	64.42	12.88	77.30	68.92	13.78	82.70	Toye Ogunleye	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
Replacement 360 litre trade bin	64.42	12.88	77.30	68.92	13.78	82.70	Toye Ogunleye	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
Replacement 660 litre trade bin	455.00	91.00	546.00	486.83	97.37	584.20	Toye Ogunleye	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
Replacement 1100 litre trade bin	595.00	119.00	714.00	636.67	127.33	764.00	Toye Ogunleye	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
Replacement 1280 litre trade bin	673.75	134.75	808.50	720.92	144.18	865.10	Toye Ogunleye	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
Replacement Bin lid	93.67	18.73	112.40	100.25	20.05	120.30	Toye Ogunleye	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
Reinstatement of suspended trade contract	177.92	35.58	213.50	190.33	38.07	228.40	Toye Ogunleye	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
Provision of replacement key	89.92	17.98	107.90	96.25	19.25	115.50	Toye Ogunleye	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
Bin Removal/Delivery	11.17	2.23	13.40	11.92	2.38	14.30	Toye Ogunleye	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
Annual Waste Transfer Note Charge		Not Applicable		66.67	13.33	80.00	Toye Ogunleye	NEW		S46 Environmental Protection Act 1990	Statutory Discretionary
** Note: All new trade contracts must be paid by Direct Debit							Toye Ogunleye			S46 Environmental Protection Act 1990	Statutory Discretionary
							Toye Ogunleye			S46 Environmental Protection Act 1990	Statutory Discretionary
33a. Trade Refuse Collection (Outside scope for VAT)							Toye Ogunleye			S46 Environmental Protection Act 1990	Statutory Discretionary
240 Litre bin (weekly charge)	10.00		10.00	10.70		10.70	Toye Ogunleye	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
360 Litre bin (weekly charge)	11.10		11.10	11.90		11.90	Toye Ogunleye	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
660 Litre bin (weekly charge)	13.80		13.80	14.80		14.80	Toye Ogunleye	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
1,100 Litre bin (weekly charge)	18.50		18.50	19.80		19.80	Toye Ogunleye	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
Sack collection (per sack, min 3 per week)	2.60		2.60	2.80		2.80	Toye Ogunleye	7%		S46 Environmental Protection Act 1990	Statutory Discretionary
Ad-hoc trade collection - on normal scheduled day - Charges as per schedule, minimum £30							Toye Ogunleye				
Ad-hoc trade collection - not on scheduled day - Double the charges above, minimum £30							Toye Ogunleye				
							Toye Ogunleye				
33b. Collections for Trade Recycling (Outside scope for VAT)							Toye Ogunleye				
240 Litre bin (weekly charge)	7.70		7.70	8.20		8.20	Toye Ogunleye	7%		S45 Environmental Protection Act 1990	Statutory Discretionary
660 Litre bin (weekly charge)	10.90		10.90	11.70		11.70	Toye Ogunleye	7%		S45 Environmental Protection Act 1990	Statutory Discretionary
1,280 Litre bin (weekly charge)	13.50		13.50	14.45		14.45	Toye Ogunleye	7%		S45 Environmental Protection Act 1990	Statutory Discretionary
Sack collection (per sack, min 3 per week)	1.70		1.70	1.80		1.80	Toye Ogunleye	6%		S45 Environmental Protection Act 1990	Statutory Discretionary
Ad-hoc trade collection - on normal scheduled day	charge per bin size plus £5.50		charge per bin size plus £5.50	charge per bin size plus £5.50		charge per bin size plus £5.50	Toye Ogunleye			S45 Environmental Protection Act 1990	Statutory Discretionary

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
Ad-hoc trade collection - not on scheduled day	twice bin size plus £10.5		twice bin size plus £10.5	twice bin size plus £10.5		twice bin size plus £10.5	Toye Ogunleye		S45 Environmental Protection Act 1990	Statutory Discretionary	
							Toye Ogunleye				
33c. Commercial Food Waste Collection							Toye Ogunleye				
(Non business supply; outside the scope of VAT)							Toye Ogunleye				
140L (per collection)-Standard price	6.50		6.50	6.95		6.95	Toye Ogunleye	7%	S45 Environmental Protection Act 1990	Statutory Discretionary	
140L (per collection)-Concessionary price	8.70		8.70	9.30		9.30	Toye Ogunleye	7%	S45 Environmental Protection Act 1990	Statutory Discretionary	
240L (per collection)-Standard price	19.40		19.40				Toye Ogunleye		S45 Environmental Protection Act 1990	Statutory Discretionary	
240L (per collection)-Concessionary price	14.40		14.40				Toye Ogunleye		S45 Environmental Protection Act 1990	Statutory Discretionary	
33d. Commercial Waste Removal Service							Toye Ogunleye				
(if the council acts under the EPA 1990 s45(1) when providing this service, it will be non business. If it amounts to industrial waste, then the supply will be standard rated.)							Toye Ogunleye				
Hire of vehicle and driver-Full day	632.00	126.40	758.40	676.25	135.25	811.50	Toye Ogunleye	7%	S45 Environmental Protection Act 1990	Statutory Discretionary	
Hire of vehicle and driver-half day	342.67	68.53	411.20	366.67	73.33	440.00	Toye Ogunleye	7%	S45 Environmental Protection Act 1990	Statutory Discretionary	
Disposal charge for each load of specific waste (concrete,soil,subsoil or rubble)	217.25	43.45	260.70	232.42	46.48	278.90	Toye Ogunleye	7%	S45 Environmental Protection Act 1990	Statutory Discretionary	
Disposal charge for mixed waste (per tonne)	316.42	63.28	379.70	338.58	67.72	406.30	Toye Ogunleye	7%	S45 Environmental Protection Act 1990	Statutory Discretionary	
							Toye Ogunleye				
							Toye Ogunleye				
33e. Confidential Waste							Toye Ogunleye				
(Standard rated VAT)							Toye Ogunleye				
External businesses (per collection)	13.33	2.67	16.00	16.00	3.20	19.20	Toye Ogunleye	20%	S45 Environmental Protection Act 1990	Statutory Discretionary	
Schools and Internal services (per collection)	10.50	2.10	12.60	16.00	3.20	19.20	Toye Ogunleye	52%	S45 Environmental Protection Act 1990	Statutory Discretionary	
Confidential waste sack per collection	6.33	1.27	7.60	6.75	1.35	8.10	Toye Ogunleye	7%	S45 Environmental Protection Act 1990	Statutory Discretionary	
							Toye Ogunleye				
33f. Out of Borough collections							Toye Ogunleye				
Out of borough collections up to 15 miles outside borough boundary							Toye Ogunleye				
Price per mile > 1mile	1.25	0.25	1.50				Toye Ogunleye		S45 Environmental Protection Act 1990	Statutory Discretionary	
Ad-hoc trade collection (in addition to charge per mile)	25.33	5.07	30.40				Toye Ogunleye		S45 Environmental Protection Act 1990	Statutory Discretionary	
Refuse:							Toye Ogunleye				
120 Litre bin (weekly charge additional to charge per mile)	8.83	1.77	10.60				Toye Ogunleye		S45 Environmental Protection Act 1990	Statutory Discretionary	
240 Litre bin (weekly charge additional to charge per mile)	10.00	2.00	12.00				Toye Ogunleye		S45 Environmental Protection Act 1990	Statutory Discretionary	
360 Litre bin (weekly charge additional to charge per mile)	11.17	2.23	13.40				Toye Ogunleye		S45 Environmental Protection Act 1990	Statutory Discretionary	
660 Litre bin (weekly charge additional to charge per mile)	13.75	2.75	16.50				Toye Ogunleye		S45 Environmental Protection Act 1990	Statutory Discretionary	
1,100 Litre bin (weekly charge additional to charge per mile)	18.58	3.72	22.30				Toye Ogunleye		S45 Environmental Protection Act 1990	Statutory Discretionary	
Recycling							Toye Ogunleye				
240 Litre bin (weekly charge additional to charge per mile)	7.67	1.53	9.20				Toye Ogunleye		S45 Environmental Protection Act 1990	Statutory Discretionary	
660 Litre bin (weekly charge additional to charge per mile)	10.92	2.18	13.10				Toye Ogunleye		S45 Environmental Protection Act 1990	Statutory Discretionary	
1,280 Litre bin (weekly charge additional to charge per mile)	13.58	2.72	16.30				Toye Ogunleye		S45 Environmental Protection Act 1990	Statutory Discretionary	
34. Clearance of contaminated wheeled bin (domestic, recycling or trade) reported by crew (i.e. "Heavy" or "contaminated" etc.) (Outside scope for VAT)							Toye Ogunleye				
"2 wheeled" bin	57.40		57.40	61.40		61.40	Toye Ogunleye	7%	S45 Environmental Protection Act 1990, Para 4 Schedule 1 Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
"4 wheeled" bin	110.60		110.60	118.30		118.30	Toye Ogunleye	7%	S45 Environmental Protection Act 1990, Para 4 Schedule 1	Statutory Discretionary	
							Toye Ogunleye				
35. Civic Amenity Site - Trade Waste Charges (outside scope of VAT)							Mohammed Hafeez				
Disposal of residual trade waste (per tonne)	309.00		309.00	331.00		331.00	Mohammed Hafeez	7%	S45 Environmental Protection Act 1990	Statutory Discretionary	
Minimum charge	106.80		106.80	115.00		115.00	Mohammed Hafeez	8%	S45 Environmental Protection Act 1990	Statutory Discretionary	
Disposal of Green waste or cardboard (per tonne)	89.90		89.90	96.00		96.00	Mohammed Hafeez	7%	S45 Environmental Protection Act 1990	Statutory Discretionary	
Minimum charge	28.10		28.10	30.00		30.00	Mohammed Hafeez	7%	S45 Environmental Protection Act 1990	Statutory Discretionary	
Disposal of Scrap Metal (per tonne)	No charge		No charge	No charge		No charge	Mohammed Hafeez				
Trade Mattress (price per mattress)	22.50		22.50	24.00		24.00	Mohammed Hafeez	7%	S45 Environmental Protection Act 1990	Statutory Discretionary	
Household Recyclable waste bought to site by non residents, charge per car load	29.00		29.00	31.00		31.00	Mohammed Hafeez	7%	S46 Environmental Protection Act 1990	Statutory Discretionary	
37. Car Parking Charges							Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
37a. On-street charges (outside scope of VAT)							Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HARROW CENTRAL							Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BONNERSFIELD LANE (per 20 mins) [F]	0.90		0.90				Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BONNERSFIELD LANE (per 60 mins) [F]	Not Applicable			3.00		3.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
CENTRAL PARADE STATION ROAD (per 20 mins) [D]	0.90		0.90				Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
CENTRAL PARADE STATION ROAD (per 60 mins) [D]	Not Applicable			3.00		3.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
COLLEGE ROAD (per 20 mins) [D]	0.90		0.90				Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
COLLEGE ROAD (per 60 mins) [D]	Not Applicable			3.00		3.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
EASTERN PARADE STATION ROAD (per 20 mins) [F]	0.90		0.90				Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
EASTERN PARADE STATION ROAD (per 60 mins) [F]	Not Applicable			3.00		3.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	

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	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
GREENHILL WAY (per 20 mins) [D]	0.90		0.90		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GREENHILL WAY (per 60 mins) [D]		Not Applicable		3.00		3.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GROVE HILL (per 20 mins) [E]	0.90		0.90		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GROVE HILL (per 60 mins) [E]		Not Applicable		3.00		3.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HEADSTONE ROAD (per 20 mins) [D]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HEADSTONE ROAD (per 60 mins) [D]		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
JUNCTION ROAD (per 20 mins) [D]	0.90		0.90		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
JUNCTION ROAD (per 60 mins) [D]		Not Applicable		3.00		3.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LANSDOWNE ROAD (per 20 mins) [E]	0.90		0.90		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LANSDOWNE ROAD (per 60 mins) [E]		Not Applicable		3.00		3.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LOWLANDS ROAD (per 20 mins) [E]	0.90		0.90		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LOWLANDS ROAD (per 60 mins) [E]		Not Applicable		3.00		3.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LYON ROAD (per 20 mins) [E non-permit]	0.90		0.90		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LYON ROAD (per 60 mins) [E non-permit]		Not Applicable		3.00		3.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
PETERBOROUGH ROAD (per 20 mins) [E]	0.90		0.90		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
PETERBOROUGH ROAD (per 60 mins) [E]		Not Applicable		3.00		3.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SHEEPCOTE ROAD (per 20 mins) [F]	0.90		0.90		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SHEEPCOTE ROAD (per 60 mins) [F]		Not Applicable		3.00		3.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ST JOHN'S ROAD (per 20 mins) [E non-permit]	0.90		0.90		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ST JOHN'S ROAD (per 60 mins) [E non-permit]		Not Applicable		3.00		3.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WHITEHALL ROAD (per 20 mins) [E]	0.90		0.90		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WHITEHALL ROAD (per 60 mins) [E]		Not Applicable		3.00		3.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HARROW OUTER							Ian Slaney				
BETHECAR ROAD (per 20 mins) [K]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BETHECAR ROAD (per 60 mins) [K]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BLAWITH ROAD (per 20 mins) [K]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BLAWITH ROAD (per 60 mins) [K]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
CRYSTAL WAY (per 20 mins) [F]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
CRYSTAL WAY (per 60 mins) [F]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
DOMINION PARADE (per 20 mins) [K]	0.90		0.90		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
DOMINION PARADE (per 60 mins) [K]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
FLAMBARD ROAD (per 20 mins) [F] Removed	0.40		0.40		Not applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HIGH MEAD (per 20 mins) [K]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HIGH MEAD (per 60 mins) [K]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MARLBOROUGH HILL (long stay - per visit)	5.50		5.50	6.50		6.50	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MARLBOROUGH HILL (per 60 mins up to 4 hours)		Not Applicable		1.40		1.40	Ian Slaney	NEW	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MILTON ROAD (per 20 mins)	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MILTON ROAD (per 60 mins)		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
NIBTHWAITE ROAD (per 20 mins) [K]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
NIBTHWAITE ROAD (per 60 mins) [K]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ROSSLYN CRESCENT (per 20 mins) [P]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ROSSLYN CRESCENT (per 60 mins) [P]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STATION ROAD (per 20 mins) [K]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STATION ROAD (per 60 mins) [K]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WOODLANDS ROAD (per 20 mins) [R]	0.90		0.90		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WOODLANDS ROAD (per 60 mins) [R]		Not Applicable		3.00		3.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WEALDSTONE							Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
CANNING ROAD (per 20 mins) [J] (Being Removed)	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GORDON ROAD (per 20 mins) [C1]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GORDON ROAD (per 60 mins) [C1]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GORDON ROAD (over 3 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GRAHAM ROAD (per 20 mins) [J]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GRAHAM ROAD (per 60 mins) [J]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GRAHAM ROAD (over 3 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GRANT ROAD (per 20 mins) [J]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GRANT ROAD (per 60 mins) [J]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GRANT ROAD (over 3 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HEADSTONE DRIVE (per 20 mins) [C1]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HEADSTONE DRIVE (per 60 mins) [C1]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HEADSTONE DRIVE (over 3 hours) [Wealdstone Square]		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HEADSTONE DRIVE (per 20 mins) [Goodwill Junction]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HEADSTONE DRIVE (per 60 mins) [Goodwill Junction]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HEADSTONE DRIVE (over 3 hours) [Goodwill Junction]		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HIGH STREET (per 20 mins) [C1] Removed	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LADYSMITH ROAD (per 20 mins) [C1]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
LADYSMITH ROAD (per 60 mins) [C1]		Not Applicable		1.40		1.40	Ian Slaney				
LADYSMITH ROAD (over 3 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LOCKET ROAD (per 20 mins) [J]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LOCKET ROAD (per 60 mins) [J]		Not Applicable		1.40		1.40	Ian Slaney				
LOCKET ROAD (over 3 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MASONS AVE (per 20 mins) [J] (TBC)	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MASONS AVE (per 60 mins) [J] (TBC)		Not Applicable		1.40		1.40	Ian Slaney				
MASONS AVENUE (over 3 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MONTROSE ROAD (per 20 mins) [J & CA]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MONTROSE ROAD (per 60 mins) [J & CA]		Not Applicable		1.40		1.40	Ian Slaney				
MONTROSE ROAD (over 3 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SANDRIDGE CLOSE (long stay - per visit) [C]	5.50		5.50	6.50		6.50	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SANDRIDGE CLOSE (per 60 mins up to 4 hours)		Not Applicable		1.40		1.40	Ian Slaney	NEW	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SPENCER ROAD (per 20 mins) [CA]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SPENCER ROAD (per 60 mins) [CA]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SPENCER ROAD (over 3 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STUART ROAD (per 20 mins) [J]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STUART ROAD (per 60 mins) [J]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STUART ROAD (over 3 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
THOMSON ROAD (per 20 mins) [J]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
THOMSON ROAD (per 60 mins) [J]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
THOMSON ROAD (over 3 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WHITEFRIARS AVENUE (per 20 mins) [C1]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WHITEFRIARS AVENUE (per 60 mins) [C1]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WHITEFRIARS AVENUE (over 3 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WOLSELEY ROAD (per 20 mins) [C1]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WOLSELEY ROAD (per 60 mins) [C1]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WOLSELEY ROAD (over 3 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HARROW ON THE HILL							Ian Slaney				
CHURCH HILL, HotH (per 20 mins) [HH] (Removed)	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HIGH STREET, HotH (per 20 mins) [HH]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HIGH STREET, HotH (per 60 mins) [HH]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LONDON ROAD, HotH (per 20 mins) [HH]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LONDON ROAD, HotH (per 60 mins) [HH]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WEST STREET, HotH (per 20 mins) [HH] Removed	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SOUTH HARROW							Ian Slaney				
BROOKE AVENUE (long stay - per visit) [M] (Near South Hill Avenue)	5.50		5.50	6.50		6.50	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BROOKE AVENUE (per 60 mins up to 4 hours)		Not Applicable		1.40		1.40	Ian Slaney	NEW	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BROOKE AVENUE (per 20 mins) [M]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BROOKE AVENUE (per 60 mins) [M] (Near Northolt Road) Max stay 4hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
EASTCOTE ROAD (per 20 mins) [M]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
EASTCOTE ROAD (per 60 mins) [M]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
EASTCOTE ROAD (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
NORTHOLT ROAD (per 20 mins) [M]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
NORTHOLT ROAD (per 60 mins) [M]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
NORTHOLT ROAD (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
PARKFIELD ROAD (per 20 mins) [M]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
PARKFIELD ROAD (per 60 mins) [M]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
PARKFIELD ROAD (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SCARSDALE ROAD (per 20 mins) [M]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SCARSDALE ROAD (per 60 mins) [M]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SCARSDALE ROAD (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SHERWOOD ROAD (per 20 mins) [M1]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SHERWOOD ROAD (per 60 mins) [M1]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SHERWOOD ROAD (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney	NEW	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SOUTH HILL AVENUE (long stay - per visit) [M] (Near Brooke Avenue)	5.50		5.50	6.50		6.50	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SOUTH HILL AVENUE (per 20 mins) [M]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SOUTH HILL AVENUE (per 60 mins) [M] (Near Northolt Road) Max stay 4hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STANLEY ROAD (per 20 mins) [M1]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STANLEY ROAD (per 60 mins) [M1]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STANLEY ROAD (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney	NEW	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WARGRAVE ROAD (per 20 mins) [M]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WARGRAVE ROAD (per 60 mins) [M]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	

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	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
WARGRAVE ROAD (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
WHITBY ROAD (per 20 mins) [M]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
WHITBY ROAD (per 60 mins) [M]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
WHITBY ROAD (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
WEST HARROW & COUNTY ROADS							Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
BEDFORD ROAD (per 20 mins) [U]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
BEDFORD ROAD (per 60 mins) [U] Max stay 2hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
BLLENHEIM ROAD (per 20 mins) [W1]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
BLLENHEIM ROAD (per 60 mins) [W1] Max stay 2hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
DEVONSHIRE ROAD (per 20 mins) [U]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
DEVONSHIRE ROAD (per 60 mins) [U] Max stay 2hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
NEPTUNE ROAD (per 20 mins) [U]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
NEPTUNE ROAD (per 60 mins) [U] Max stay 2hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
OXFORD ROAD (per 20 mins) [U]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
OXFORD ROAD (per 60 mins) [U] Max stay 2hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
PINNER ROAD (per 20 mins) [U]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
PINNER ROAD (per 60 mins) [U] Max stay 2hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
PINNER VIEW (per 20 mins) [U]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
PINNER VIEW (per 60 mins) [U] Max stay 2hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
PORLOCK AVENUE (per 20 mins) [WH] Removed	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
RUTLAND ROAD (per 20 mins) [U]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
RUTLAND ROAD (per 60 mins) [U] Max stay 2hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
THE GARDENS (per 20 mins) [W1]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
THE GARDENS (per 60 mins) [W1] Max stay 2hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
VELLACOTT ROAD off Vaughan Road (per 20 mins) [V] Removed	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
WHITMORE ROAD (per 20 mins) [WH]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
WHITMORE ROAD (per 60 mins) [WH]		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
NORTH HARROW							Ian Slaney				
ARGYLE ROAD, (per 20mins)	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
ARGYLE ROAD, (per 60 mins)		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
ARGYLE ROAD (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
PINNER ROAD, North Harrow (per 20 mins)	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
PINNER ROAD, North Harrow (per 60 mins)		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
PINNER ROAD (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
STATION ROAD, North Harrow (per 20 mins)	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
STATION ROAD, North Harrow (per 60 mins)		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
STATION ROAD (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
RAYNERS LANE							Ian Slaney				
ALEXANDRA AVENUE (20 mins) [L]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
ALEXANDRA AVENUE (60 mins) [L]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
ALEXANDRA AVENUE (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
IMPERIAL DRIVE (per 20 mins) [L]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
IMPERIAL DRIVE (per 60 mins) [L]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
IMPERIAL DRIVE (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
RAYNERS LANE (per 20 mins) [L]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
RAYNERS LANE (per 60 mins) [L]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
RAYNERS LANE (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
VILLAGE WAY EAST (per 20 mins) [L]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
VILLAGE WAY EAST (per 60 mins) [L]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
VILLAGE WAY EAST (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
WARDEN AVENUE (per 20 mins) [L]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
WARDEN AVENUE (per 60 mins) [L]		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
WARDEN AVENUE (over 6 hours)		Not Applicable		11.00		11.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
PINNER							Ian Slaney				
BRIDGE STREET (per 20mins) [A]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
BRIDGE STREET (per 60 mins) [A] Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
CANNON LANE (per 20 mins) [A]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
CANNON LANE (per 60 mins) [A] Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
HIGH STREET, PINNER (per 20 mins) [A]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
HIGH STREET, PINNER (per 60 mins) [A] Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
LOVE LANE (per 20 mins) [A]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
LOVE LANE (per 60 mins) [A] Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
MARSH ROAD (per 20 mins) [A]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
MARSH ROAD (per 60 mins) [A] Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary
STATION APPROACH (per 20 mins) [A]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		Statutory Discretionary

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
STATION APPROACH (per 60 mins) [A] Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HATCH END							Ian Slaney				
HEADSTONE LANE (per 20 mins) [Z]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HEADSTONE LANE (per 60 mins) [Z] Max stay 3hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LONG ELMES (per 20 mins) [Z]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LONG ELMES (per 60 mins) [Z] Max stay 3hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
UXBRIDGE ROAD, Hatch End (per 20 mins)	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
UXBRIDGE ROAD, Hatch End (per 60 mins) Max stay 3hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STANMORE							Ian Slaney				
BROCKLEYSIDE (per 20 mins) [H] Removed	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
CHURCH ROAD (per 20 mins) [B]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
CHURCH ROAD (per 60 mins) [B] Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
COURT DRIVE (per 20 mins) [H]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
COURT DRIVE (per 60 mins) [H] Max stay 2hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
COVERDALE CLOSE (per 20 mins) [B]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
COVERDALE CLOSE (per 60 mins) [B] Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LONDON ROAD (per 20 mins) [H]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
LONDON ROAD (per 60 mins) [H] Max stay 2hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MERRION AVENUE (per 20 mins) [B]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MERRION AVENUE (per 60 mins) [B] Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
RECTORY LANE (per 20 mins) [B]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
RECTORY LANE (per 60 mins) [B] Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STANMORE HILL (per 20 mins) [B]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
STANMORE HILL (per 60 mins) [B] Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
THE BROADWAY (per 20 mins) [B]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
THE BROADWAY (per 60 mins) [B] Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
EDGWARE							Ian Slaney				
CANONS DRIVE (per 20 mins) [TB]	0.60		0.60		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
CANONS DRIVE (per 60 mins) [TB] Max stay 2hrs		Not Applicable		2.00		2.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
EDGWARE ROAD (per 20 mins) [TB] Removed	0.60		0.60		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HANDEL WAY (per 20 mins) [TA]	0.60		0.60		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HANDEL WAY (per 60 mins) [TA] Max stay 2hrs		Not Applicable		2.00		2.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HIGH STREET, Edgware (per 20 mins)	0.60		0.60		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HIGH STREET, Edgware (per 60 mins) Max stay 2hrs		Not Applicable		2.00		2.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HIGH STREET, Edgware (per 20 mins) [TB]	0.60		0.60		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HIGH STREET, Edgware (per 60 mins) [TB] Max stay 4hrs		Not Applicable		2.00		2.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MEAD ROAD (per 20 mins) [TA]	0.60		0.60		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MEAD ROAD (per 60 mins) [TA] Max stay 2hrs		Not Applicable		2.00		2.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MONTGOMERY ROAD (per 20 mins) [TB]	0.60		0.60		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MONTGOMERY ROAD (per 60 mins) [TB] Max stay 2hrs		Not Applicable		2.00		2.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
RYE WAY (per 20 mins) [TB]	0.60		0.60		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
RYE WAY (per 60 mins) [TB] Max stay 2hrs		Not Applicable		2.00		2.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WHITCHURCH LANE (per 20 mins) [TA]	0.60		0.60		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WHITCHURCH LANE (per 60 mins) [TA] Max stay 2hrs		Not Applicable		2.00		2.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BURNT OAK & QUEENSBURY							Ian Slaney				
BACON LANE (per 20 mins) [X]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BACON LANE (per 60 mins) [X]		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BURNT OAK BROADWAY (per 20 mins) [X]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BURNT OAK BROADWAY (per 60 mins) [X]		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
COLUMBIA AVENUE (per 20 mins) [X]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
COLUMBIA AVENUE (per 60 mins) [X]		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
NORTHOLME GARDENS (per 20 mins) [X]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
NORTHOLME GARDENS (per 60 mins) [X]		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
OAKLEIGH AVENUE (per 20 mins) [X]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
OAKLEIGH AVENUE (per 60 mins) [X]		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
THE CHASE (per 20 mins) [X]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
THE CHASE (per 60 mins) [X]		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
THE HIGHLANDS (per 20 mins) [X]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
THE HIGHLANDS (per 60 mins) [X]		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
VANCOUVER ROAD (per 20 mins) [X]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
VANCOUVER ROAD (per 60 mins) [X]		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MOLLISON WAY,Queensbury (per 20 mins)	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MOLLISON WAY,Queensbury (per 60 mins)		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BELMONT & CANNONS PARK							Ian Slaney				

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	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
CANNONS PARK PARADE Whitchurch Lane(per 20 mins) [CS]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
CANNONS PARK PARADE Whitchurch Lane (per 60 mins) [CS] Max stay 2hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
DONNEFIELD AVENUE (per 20 mins) [DA]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
DONNEFIELD AVENUE (per 60 mins) [DA] Max stay 4hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HONEYPOT LANE (per 20 mins) [SM]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
HONEYPOT LANE (per 60 mins) [SM] Max stay 2hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
KENTON LANE, Belmont (per 20 mins)	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
KENTON LANE, Belmont (per 60 mins) Max stay 2hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BELMONT CIRCLE, Belmont (per 20 mins)	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
BELMONT CIRCLE, Belmont (per 60 mins) Max stay 2hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
KENTON							Ian Slaney				
ELMWOOD AVENUE (per 20 mins) [S]	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ELMWOOD AVENUE (per 60 mins) [S] Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
KENTON ROAD (per 20 mins)	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
KENTON ROAD (per 60 mins) Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MAYFIELD AVENUE (per 20 mins)	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
MAYFIELD AVENUE (per 60 mins) Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WILLOWCOURT AVENUE (per 20 mins)	0.40		0.40		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
WILLOWCOURT AVENUE (per 60 mins) Max stay 2hrs		Not Applicable		1.40		1.40	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
SUDBURY HILL							Ian Slaney				
CAVENDISH AVENUE (per 20 mins) [N]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
CAVENDISH AVENUE (per 60 mins) [N] Max stay 4hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
FERNBANK AVENUE (per 20 mins) [N]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
FERNBANK AVENUE (per 60 mins) [N] Max stay 4hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GREENFORD ROAD (per 20 mins) [N]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
GREENFORD ROAD (per 60 mins) [N] Max stay 4hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ROSEBANK AVENUE (per 20 mins) [N]	0.20		0.20		Not Applicable		Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
ROSEBANK AVENUE (per 60 mins) [N] Max stay 4hrs		Not Applicable		1.00		1.00	Ian Slaney		s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
37b. Off-street Parking							Ian Slaney				
s35 Road Traffic Regulation Act 1984							Ian Slaney				
Note: Off street parking is VAT liable.							Ian Slaney				
Queens House (Multi storey)							Ian Slaney				
Long stay - per visit Mon - Fri	4.58	0.92	5.50	5.00	1.00	6.00	Ian Slaney	9%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Long stay - per visit Sat & Sun	2.17	0.43	2.60	2.92	0.58	3.50	Ian Slaney	35%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Per 60 mins Mon - Sun	1.25	0.25	1.50	1.33	0.27	1.60	Ian Slaney	7%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Davy House							Ian Slaney				
Per 60 mins Mon-Sun at all times	1.25	0.25	1.50	1.33	0.27	1.60	Ian Slaney	7%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Mon-Sun 24Hrs		Not Applicable		12.50	2.50	15.00	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Greenhill Way							Ian Slaney				
Per 60 mins Mon-Sun at all times	1.25	0.25	1.50	1.33	0.27	1.60	Ian Slaney	7%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Mon-Sun 24hrs		Not Applicable		12.50	2.50	15.00	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Grimsdyke Road							Ian Slaney				
Per 60 minutes Mon-Sat 8-am-6.30pm	0.50	0.10	0.60	0.83	0.17	1.00	Ian Slaney	67%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Long Stay-per visit (over 5 hours) Mon-Sat 8am - 6.30pm		Not Applicable		4.17	0.83	5.00	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Palmerston Rd							Ian Slaney				
Per 60 minutes Mon-Sat 8-am-6.30pm Sun 10am-6pm	0.92	0.18	1.10	1.25	0.25	1.50	Ian Slaney	36%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Mon-Sat 6.30pm -Midnight Sun 6pm-Midnight		Not Applicable		1.67	0.33	2.00	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Peel House (Multi storey)							Ian Slaney				
Per 60 mins Mon - Sun 7.30am - 8pm (Sunday Optional opening)	0.92	0.18	1.10	1.00	0.20	1.20	Ian Slaney	9%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Long Stay-per visit (over 6 hours) Mon-Sat 7.30am - 8pm		Not Applicable		5.42	1.08	6.50	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Long Stay-per visit (over 2 hours) Sun 10am-6pm (Sunday Optional opening)		Not Applicable		3.33	0.67	4.00	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
							Ian Slaney				
Cambridge Rd							Ian Slaney				
Per 60 minutes Mon-Sat 8-am-6.30pm	0.92	0.18	1.10	1.00	0.20	1.20	Ian Slaney	9%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Over 4 hrs Mon-Fri 8am-6.30pm	4.58	0.92	5.50	5.00	1.00	6.00	Ian Slaney	9%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Over 3 hrs Sat		Not Applicable		2.50	0.50	3.00	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Chapel Lane							Ian Slaney				
Long stay - per visit (over 6 hours) Mon - Sat 8am - 6.30pm	10.42	2.08	12.50	5.42	1.08	6.50	Ian Slaney	-48%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Per 60 minutes Mon-Sat 8-am-6.30pm	0.92	0.18	1.10	1.00	0.20	1.20	Ian Slaney	9%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Love Lane							Ian Slaney				
Long stay - per visit (over 6 hours) Mon - Sat 8am - 6.30pm	10.42	2.08	12.50	11.25	2.25	13.50	Ian Slaney	8%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Per 60 minutes Mon-Sat 8-am-6.30pm	0.92	0.18	1.10	1.00	0.20	1.20	Ian Slaney	9%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
West House							Ian Slaney				

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
up to 30mins	Free		Free	Free		Free	Ian Slaney		s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Per 60 mins	0.92	0.18	1.10	1.00	0.20	1.20	Ian Slaney	9%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Over 6 hrs	10.42	2.08	12.50	11.25	2.25	13.50	Ian Slaney	8%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Kenton Lane, Belmont Circle							Ian Slaney				
Per 60 mins Mon - Sat 8am - 6.30pm	0.50	0.10	0.60	0.83	0.17	1.00	Ian Slaney	67%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Long Stay-per visit (over 5 hours) Mon-Sat 8am - 6.30pm		Not Applicable		3.33	0.67	4.00	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Kinghill Drive, Belmont Circle							Ian Slaney				
Per 60 mins Mon - Sat 8am - 6.30pm	0.50	0.10	0.60	0.83	0.17	1.00	Ian Slaney	67%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Long Stay-per visit (over 5 hours) Mon-Sat 8am - 6.30pm		Not Applicable		3.33	0.67	4.00	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Whitchurch Playing Fields, Stanmore Marsh							Ian Slaney				
Per 60 mins Mon-Fri 8am - 6.30pm	0.50	0.10	0.60	0.83	0.17	1.00	Ian Slaney	67%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Harrow Leisure Centre							Ian Slaney				
Please note 23/24 charges were inadvertently omitted from the spreadsheet but are now added back in for completeness)											
Per 60 mins - (first 3 hours free) Mon - Sun 7am-Midnight	0.83	0.17	1.00	1.00	0.20	1.20	Ian Slaney	20%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Long stay - (all day) Mon-Fri 7am-Midnight	5.17	1.03	6.20	5.42	1.08	6.50	Ian Slaney	5%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Long stay - (all day) Sat-Sun 7am-Midnight	4.17	0.83	5.00	4.58	0.92	5.50	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Event Parking per Ticket up to 8 hours (minimum 30 tickets)		Not Applicable		2.50	0.50	3.00	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Event Parking per Ticket over 8 hours (minimum 30 tickets)		Not Applicable		3.75	0.75	4.50	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Event Parking per reserved bay all day (minimum 26 bays)		Not Applicable		10.00	2.00	12.00	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Brigade Close Car Park South Harrow							Ian Slaney				
Per 60 mins -Mon - Sun 8am-Midnight	0.42	0.08	0.50	0.83	0.17	1.00	Ian Slaney	100%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
37c. On Street Residents Permits (outside scope of VAT)							Ian Slaney				
s45 Road Traffic Reg Act 1984							Ian Slaney				
Residents Permits : Annual Charges							Ian Slaney				
For cars registered after 1 March 2001 use CO2 emissions							Ian Slaney				
For cars registered before 1 March 2001 use engine capacity							Ian Slaney				
Electric Only Vehicles							Ian Slaney				
1st Vehicle	23.80		23.80	26.20		26.20	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	23.80		23.80	26.20		26.20	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	29.80		29.80	32.80		32.80	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	37.00		37.00	40.70		40.70	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Non Diesel fuel - CO₂ emissions rated up to 150g/km/Engine capacity up to 1,299cc							Ian Slaney				
1st Vehicle	59.50		59.50	65.50		65.50	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	89.50		89.50	98.50		98.50	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	119.00		119.00	130.90		130.90	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	149.10		149.10	164.00		164.00	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Diesel fuel - CO₂ emissions rated up to 150g/km/Engine capacity up to 1,299cc							Ian Slaney				
1st Vehicle	71.60		71.60	78.80		78.80	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	107.50		107.50	118.30		118.30	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	142.70		142.70	157.00		157.00	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	178.40		178.40	196.20		196.20	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Non Diesel fuel - CO₂ emissions rated between 151g/km up to 185g/km/Engine capacity between 1,300cc and 1,849cc							Ian Slaney				
1st Vehicle	71.60		71.60	78.80		78.80	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	107.50		107.50	118.30		118.30	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	142.70		142.70	157.00		157.00	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	178.40		178.40	196.20		196.20	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Diesel fuel - CO₂ emissions rated between 151g/km up to 185g/km/Engine capacity between 1,300cc and 1,849cc							Ian Slaney				
1st Vehicle	85.50		85.50	94.00		94.00	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	128.80		128.80	141.70		141.70	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	171.50		171.50	188.70		188.70	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	214.30		214.30	235.70		235.70	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Non Diesel fuel - CO₂ emissions rated between 186g/km up to 225g/km/Engine capacity between 1,850cc and 2,449cc							Ian Slaney				
1st Vehicle	83.20		83.20	91.50		91.50	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	124.70		124.70	137.20		137.20	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	166.30		166.30	182.90		182.90	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	207.90		207.90	228.70		228.70	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Diesel fuel - CO₂ emissions rated between 186g/km up to 225g/km/Engine capacity between 1,850cc and 2,449cc							Ian Slaney				
1st Vehicle	99.90		99.90	109.90		109.90	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
2nd Vehicle	150.20		150.20	165.20		165.20	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	199.90		199.90	219.90		219.90	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	250.00		250.00	275.00		275.00	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Non Diesel fuel - CO₂ emissions rated over 226g/km /Engine capacity greater than 2,450cc							Ian Slaney				
1st Vehicle	95.30		95.30	104.80		104.80	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	142.70		142.70	157.00		157.00	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	190.60		190.60	209.70		209.70	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	237.90		237.90	261.70		261.70	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Diesel fuel - CO₂ emissions rated over 226g/km /Engine capacity greater than 2,450cc							Ian Slaney				
1st Vehicle	114.40		114.40	125.80		125.80	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
2nd Vehicle	170.90		170.90	188.00		188.00	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
3rd Vehicle	228.70		228.70	251.60		251.60	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
4th Vehicle	285.30		285.30	313.80		313.80	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Officers have reviewed the issue of permits and the administrative costs. Permits will continue to be issued for 12 months, and an administration fee of £25 for the surrender of a permit. Whole months only are refunded. Where the amount to be refunded is equal to or less than the administration fee, no refund will be made.	25.00		25.00	25.00		25.00	Ian Slaney	0%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Permits will only be issued for 12 months, an administration charge will be made for a change in registration of the vehicle if it is within the same emissions category as the existing vehicle.	Not Applicable			15.00		15.00	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
37d. On Street Visitors Permits (outside scope of VAT). s45 Road Traffic Reg Act 1984							Ian Slaney		s45/46 Road Traffic Regulation Act 1984		
Residents Permits (book of 10)							Ian Slaney				
Note: (50% discount on visitor permits for senior citizens, or disabled residents in receipt of disability benefits or attendance allowance).							Ian Slaney		s45/46 Road Traffic Regulation Act 1984		
All visitors permits (book of 10)	24.20		24.20	26.60		26.60	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
37e. Off - Street Business Permits (Car Parks). s35 Road Traffic Regulation Act 1984							Ian Slaney		s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Pinner, Wealdstone							Ian Slaney		s35 Road Traffic Regulation Act 1984		
Reg. No. Specific: 3 months (5.5hrs per day x 5days x 11weeks)	262.17	52.43	314.60	302.50	60.50	363.00	Ian Slaney	15%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. Specific: 6 months (5.5hrs per day x 5days x 21weeks)	500.50	100.10	600.60	577.50	115.50	693.00	Ian Slaney	15%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. Specific: Annual (5.5hrs per day x 5days x 40weeks)	953.33	190.67	1,144.00	1,100.00	220.00	1,320.00	Ian Slaney	15%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Company: per annum - marked specific bay (annual + £250)	1,136.67	227.33	1,364.00	1,308.33	261.67	1,570.00	Ian Slaney	15%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
North Harrow - Cambridge Road CP							Ian Slaney		s35 Road Traffic Regulation Act 1984		
Reg. No. Specific: 3 months (Day rate x 5days x 11weeks)	238.33	47.67	286.00	275.00	55.00	330.00	Ian Slaney	15%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. Specific: 6 months (Day rate x 5days x 21weeks)	458.33	91.67	550.00	525.00	105.00	630.00	Ian Slaney	15%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. Specific: Annual (Day rate x 5days x 40weeks)	861.67	172.33	1,034.00	1,000.00	200.00	1,200.00	Ian Slaney	16%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Company: per annum - marked specific bay (annual + £250)	1,054.17	210.83	1,265.00	1,208.33	241.67	1,450.00	Ian Slaney	15%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Central Harrow - Queens House CP							Ian Slaney		s35 Road Traffic Regulation Act 1984		
Reg. No. Specific: 3 months (Day rate x 5days x 11weeks)	238.33	47.67	286.00	275.00	55.00	330.00	Ian Slaney	15%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. Specific: 6 months (Day rate x 5days x 21weeks)	458.33	91.67	550.00	525.00	105.00	630.00	Ian Slaney	15%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. Specific: Annual (Day rate x 5days x 40weeks)	861.67	172.33	1,034.00	1,000.00	200.00	1,200.00	Ian Slaney	16%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Company: per annum - marked specific bay (annual + £250)	1,054.17	210.83	1,265.00	1,208.33	241.67	1,450.00	Ian Slaney	15%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Contract Parking at Queens House Car Park: Season ticket (per annum)	891.00	178.20	1,069.20	1,041.67	208.33	1,250.00	Ian Slaney	17%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Central Harrow - Davy House CP / Greenhill Way CP							Ian Slaney		s35 Road Traffic Regulation Act 1984		
Reg. No. Specific: 3 months (5hrs per day x 5days x 11weeks)	314.42	62.88	377.30	366.67	73.33	440.00	Ian Slaney	17%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. Specific: 6 months (5hrs per day x 5days x 21weeks)	600.42	120.08	720.50	700.00	140.00	840.00	Ian Slaney	17%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. Specific: Annual (5hrs per day x 5days x 40weeks)	1,144.00	228.80	1,372.80	1,333.33	266.67	1,600.00	Ian Slaney	17%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Company: per annum - marked specific bay (annual + £250)	1,327.33	265.47	1,592.80	1,541.67	308.33	1,850.00	Ian Slaney	16%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Local Rate Car Parks- Grimsdyke Road/Kingshill Drive/Kenton Lane/Whitchurch lane							Ian Slaney		s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. Specific: 3 months (5.5hrs per day x 5days x 11weeks)	Not Applicable			252.08	50.42	302.50	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. Specific: 6 months (5.5hrs per day x 5days x 21weeks)	Not Applicable			481.25	96.25	577.50	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Reg. No. Specific: Annual (5.5hrs per day x 5days x 40 weeks)	Not Applicable			916.67	183.33	1,100.00	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	
Company: per annum - marked specific bay (annual +£250)	Not Applicable			1,125.00	225.00	1,350.00	Ian Slaney	NEW	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
37f. On - Street Business Permits (outside scope of VAT). s45 Road Traffic Regulation Act 1984 and the Traffic Management Orders		0.20			0.20		Ian Slaney		s45/46 Road Traffic Regulation Act 1984		
Annual - Electric only vehicles							Ian Slaney				
Local centre	44.40		44.40	48.80		48.80	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	67.00		67.00	73.70		73.70	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	134.00		134.00	147.40		147.40	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	201.00		201.00	221.10		221.10	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Annual - Non diesel fuel vehicles							Ian Slaney				
Local centre	178.40		178.40	196.30		196.30	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	268.00		268.00	294.80		294.80	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	535.40		535.40	589.00		589.00	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	803.30		803.30	883.60		883.60	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Annual - Diesel fuel powered vehicles			0.00				Ian Slaney				
Local centre	214.30		214.30	235.70		235.70	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	321.10		321.10	353.20		353.20	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	642.20		642.20	706.40		706.40	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	963.80		963.80	1,060.20		1,060.20	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
37h. Contractors Permits							Ian Slaney				
Daily Permits							Ian Slaney				
Local centre	7.00		7.00	7.70		7.70	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	10.70		10.70	11.80		11.80	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	21.50		21.50	23.70		23.70	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	32.10		32.10	35.30		35.30	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Weekly Permits							Ian Slaney				
Local centre	21.50		21.50	23.70		23.70	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	32.10		32.10	35.30		35.30	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	64.20		64.20	70.60		70.60	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	96.40		96.40	106.00		106.00	Ian Slaney	10%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Monthly Permits							Ian Slaney				
Local centre	42.80		42.80	71.00		71.00	Ian Slaney	66%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
District centre	64.20		64.20	106.00		106.00	Ian Slaney	65%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Major centre	128.50		128.50	212.00		212.00	Ian Slaney	65%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Metropolitan centre	192.70		192.70	318.00		318.00	Ian Slaney	65%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
37i. Doctor Permits							Ian Slaney				
Annual - Per vehicle (Maximum 5 permits per surgery)	114.20		114.20	122.20		122.20	Ian Slaney	7%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
38. Road Traffic Regulation (outside scope of VAT)							Ian Slaney				
** Note: Charges to provide road space for various works plus the stationing of vehicles and equipment have been reviewed and changes are proposed. These proposals are in line with the charges and procedures of neighbouring authorities. Dispensations are used to provide parking for contractors working in a specific locality.							Ian Slaney				
Suspension of parking places administration >10 working days notice	49.70		49.70	54.70		54.70	Ian Slaney	10%	Reg 3 Local Authorities (Transport Charges) Regulations 1998, Para 1 Sched	Statutory Discretionary	
Suspension of parking places administration 3-10 working days notice	100.50		100.50	110.50		110.50	Ian Slaney	10%	Reg 3 Local Authorities (Transport Charges) Regulations 1998, Para 1 Sched	Statutory Discretionary	
Suspension of parking places administration 2 days working days notice	149.10		149.10	164.00		164.00	Ian Slaney	10%	Reg 3 Local Authorities (Transport Charges) Regulations 1998, Para 1 Sched	Statutory Discretionary	
Extension of Suspension administration, before original expiry date	27.50		27.50	30.30		30.30	Ian Slaney	10%	Reg 3 Local Authorities (Transport Charges) Regulations 1998, Para 1 Sched	Statutory Discretionary	
Extension of Suspension administration, after original expiry date	137.50		137.50	151.30		151.30	Ian Slaney	10%	Reg 3 Local Authorities (Transport Charges) Regulations 1998, Para 1 Sched	Statutory Discretionary	
Note: Initial application fee no longer includes one bay for one day							Ian Slaney				
Suspension of parking places - bay per day - town centre	29.00		29.00	32.20		32.20	Ian Slaney	11%	Reg 3 Local Authorities (Transport Charges) Regulations 1998, Para 1 Sched	Statutory Discretionary	
Suspension of parking places - bay per day Major district centre	18.20		18.20	21.30		21.30	Ian Slaney	17%	Reg 3 Local Authorities (Transport Charges) Regulations 1998, Para 1 Sched	Statutory Discretionary	
Suspension of parking places - bay per day local	7.30		7.30	9.80		9.80	Ian Slaney	34%	Reg 3 Local Authorities (Transport Charges) Regulations 1998, Para 1 Sched	Statutory Discretionary	
Note: Where bays are not individually marked, for charging purposes, a bay is a continuous length of 5 metres or part thereof.							Ian Slaney				
Health Care Permits - LA's and HA's	35.30		35.30	37.80		37.80	Ian Slaney	7%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
Health Care Permits - External companies	185.60		185.60	198.60		198.60	Ian Slaney	7%	s45/46 Road Traffic Regulation Act 1984	Statutory Discretionary	
39. Parking discretionary Lettings (outside scope of VAT)							Ian Slaney				
Peel House (per hour)	96.75	19.35	116.10	106.42	21.28	127.70	Ian Slaney	10%	s35 Road Traffic Regulation Act 1984	Statutory Discretionary	

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	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval	Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change				
	£	£	£	£	£	£						
40. Pest Control							Emma Phasey					
(Pest that are of public health significance)							Emma Phasey					
40a (i) Rats and Mice							Emma Phasey					
Domestic premises (price for a course of treatment, up to three visits)	141.25	28.25	169.50	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
Domestic premises (additional visit and treatment as part of a course of treatment)	39.25	7.85	47.10	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
Commercial premises (per visit, min 2 visits)	159.83	31.97	191.80	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
Commercial additional half-hour thereafter	64.00	12.80	76.80	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
40a (ii) Bed Bugs							Emma Phasey					
Residential premises (3 bed semi size property) (min 2 visits).	283.50	56.70	340.20	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
Bed bugs per additional bedroom (At the same treatment)	30.42	6.08	36.50	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
40a (iii) Cockroaches							Emma Phasey					
Gel baits (for two sequential visits to one premises) (3 bed semi size property)	159.75	31.95	191.70	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
Cockroaches per additional bedroom (At the same treatment)	30.42	6.08	36.50	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
40b. Wasps							Emma Phasey					
Colony killed but nest not removed	87.75	17.55	105.30	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
Additional colony treated at the same time as the initial treatment	26.33	5.27	31.60	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
Other Pest Control Services							Emma Phasey					
Domestic premises	165.00	33.00	198.00	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
Commercial premises (per visit) Minimum charge as priorities allow. This charge is due to resource constraints, when it may not be possible to offer this service in the case of large block treatments.	165.00	33.00	198.00	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
40d Fleas (one visit)							Emma Phasey					
40e Other insects (one visit)	201.00	40.20	241.20	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
40f Squirrels (Domestic owner/occupied properties) (2 visits 5 days apart)							Emma Phasey					
Pest proofing (labour per hour)	64.00	12.80	76.80	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
Survey fee (refundable against treatment if accepted)	31.42	6.28	37.70	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
Missed appointment fee	31.42	6.28	37.70	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
Dead animal collection and disposal service (outside scope of VAT)	38.20		38.20	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
Stray dog return to owner within borough	53.17	10.63	63.80	56.92	11.38	68.30	Emma Phasey	7%	s149 Environmental Protection Act 1990	Statutory Discretionary		
Stray dog return to owner from kennels	79.42	15.88	95.30	85.00	17.00	102.00	Emma Phasey	7%	s149 Environmental Protection Act 1990	Statutory Discretionary		
Charge for kennelling initial administration fee	21.00	4.20	25.20	22.50	4.50	27.00	Emma Phasey	7%	s149 Environmental Protection Act 1990	Statutory Discretionary		
Charge for kennelling at cost (per day)	13.67	2.73	16.40	14.58	2.92	17.50	Emma Phasey	7%	s149 Environmental Protection Act 1990	Statutory Discretionary		
40g							Emma Phasey					
Rat Flap	170.58	34.12	204.70	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Statutory Discretionary		
CCTV Inspection	135.33	27.07	162.40	Discontinued			Emma Phasey		S93 - Local Government Act 2003 / Localism Act 2011	Statutory Discretionary		
41. Condemnation Certificate for Food Considered Unfit for Human Consumption (outside scope of VAT)							Emma Phasey					
The fee is per half hour. The fee reflects the cost of undertaking the service with two officer visits.	178.00		178.00	191.00		191.00	Emma Phasey	7%	s45 Food Safety Act 1990	Statutory Discretionary		
42. Amendments to Registers (outside scope of VAT)							Emma Phasey					
Where a fee can be charged, the fee reflects the cost of undertaking the service	79.20		79.20	85.00		85.00	Emma Phasey	7%	s45 Food Safety Act 1990	Statutory Discretionary		
43. Training Courses (exempt VAT)							Toye Ogunleye					
a. Level 2 Certificate in Food Hygiene or Health & Safety	99.80		99.80	Discontinued			Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
b. Level 2 Certificate in Food Hygiene exam resit	28.40		28.40	Discontinued			Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
d. Level 3 Food Hygiene Course (3 Days)	297.20		297.20	Discontinued			Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
e. Level 3 Food Hygiene Course Exam resit	194.30		194.30	Discontinued			Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
l. Half Day Course	55.10		55.10	Discontinued			Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
m. Full Day Course	99.80		99.80	Discontinued			Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
n. Level 2 Certificate in Food Hygiene taught in a client's own premises within the Borough. Up to a maximum of 25 persons per course. Additional charges for any travel outside the borough, subject to full recovery of costs and administration.	On agreement		On agreement	Discontinued			Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
p. Standard fee for up to 15 candidates	1,254.80		1,254.80	Discontinued			Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		
q. Additional fee per candidate over 15 (subject to maximum of 25 persons)	55.10		55.10	Discontinued			Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary		

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
r. Other classroom based							Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011		
Level 1 Health & Safety	55.10		55.10		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Level 3 Health & Safety	297.70		297.70		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Risk Assessment	55.10		55.10		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Level 2 Risk Assessment	99.80		99.80		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Level 3 Risk Assessment	297.70		297.70		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Manual Handling	55.10		55.10		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Lone Working	55.10		55.10		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Stress	55.10		55.10		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Fire Safety Awareness	55.10		55.10		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Level 2 Fire Safety	99.80		99.80		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Fire Risk Assessment (Half day)	55.10		55.10		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Fire Warden/Marshall	55.10		55.10		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Level 1 Food Hygiene and Safety	99.80		99.80		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Level 3 Supervising Food Safety	297.70		297.70		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
COSHH	55.10		55.10		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Premises Manager	84.50		84.50		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Asbestos Awareness	55.10		55.10		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Legionella Awareness	55.10		55.10		Discontinued		Toye Ogunleye		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
45. Copies of entries on Public Register							Emma Phasey				Non Executive Licensing - Council Approval Required
Data Extraction	16.80		16.80	18.00		18.00	Emma Phasey	7%	Data Protection (Charges and Information) Regulations 2018	Discretionary	
Copy charge per A4 page	0.17	0.03	0.20	0.18	0.04	0.21	Emma Phasey	7%	Section 93 Local Government Act 2003 / section 3 Localism Act 2011	Discretionary	
46. Copies of entries on Food Premises Register (exempt VAT)							Emma Phasey				Non Executive Licensing - Council Approval Required
a) Single entry (up to 100 entries)	16.20		16.20	17.30		17.30	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
b) Part Register (100 entries)	459.70		459.70	492.00		492.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
c) Part Register (200 entries)	922.90		922.90	988.00		988.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
d) Part/Whole Register	1,533.80		1,533.80	1,642.00		1,642.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
47. Environmental Information (regulations)							Emma Phasey				Non Executive Licensing - Council Approval Required
** Note: Access to this information is in most circumstances free of charge. However reasonable charges can be made for supplying additional information. Charges, where levied, will be chiefly for the copying of documents, officer time to provide more detailed work including, for example the review or preparation of reports, letter, opinions, etc. The Council also receives periodic requests for information, which do not fall under the remit of the above regulations. The same fee is applied to reflect the cost of provision of this service. The charging structure includes the waiver of fees for provision of information to individuals and organisations of a registered charity. In this way the charging structure is not intended to deter such persons or bodies with a genuine interest in the local environment.							Emma Phasey		Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
Minimum charge:							Emma Phasey				
Allowing one hour of officer time	115.00		115.00	123.00		123.00	Emma Phasey	7%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
Every hour or part hour thereafter	115.00		115.00	123.00		123.00	Emma Phasey	7%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
Fees for copies:							Emma Phasey				
A4 photocopy (where copying has to be put out to a commercial company, fees are the commercial copy costs plus any costs to the council.)	0.12	0.02	0.15	0.17	0.03	0.21	Emma Phasey	43%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
48. Health, Safety and Environmental Information per hour or part hour							Emma Phasey				Non Executive Licensing - Council Approval Required
Provision of a statement of fact or provision of information with regard to civil/statutory investigations undertaken by the Council. The Health & Safety at work act permits a fee to be charged for the provision of this information	115.20		115.20	123.50		123.50	Emma Phasey	7%	S 57, Health & Safety at Work Act 1974	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
49. Immigration Employment Requests							Emma Phasey				Non Executive Licensing - Council Approval Required
** Note: The service (principally food team) receives an increasing number of requests from business that are seeking immigration clearance for employees entering the UK for employment purposes. The request requires official notification that the business is registered and or licensed with the council and is trading within its area.							Emma Phasey				
Standard Fee	115.00		115.00	123.50		123.50	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Every hour or part hour thereafter if visits required	115.00		115.00	123.50		123.50	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
50. Health Certificates							Emma Phasey				Non Executive Licensing - Council Approval Required
Companies requests for health certificates for foods being exported outside the EC (outside scope of VAT).	153.30		153.30	164.00		164.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
51. Service of Hazard Awareness Notice							Emma Phasey				Non Executive Licensing - Council Approval Required
Charge per hour of work involved	115.00		115.00	123.50		123.50	Emma Phasey	7%	S 49, Housing Act 2004	Statutory Discretionary	
52. Prohibition/Emergency Prohibition Orders							Emma Phasey				Non Executive Licensing - Council Approval Required
Charge per hour of work involved	115.00		115.00	123.50		123.50	Emma Phasey	7%	S 49, Housing Act 2004	Statutory Discretionary	
53. CCTV Fees (standard rated)							Ian Slaney				
This is the cost of providing CCTV footage on CD including delivery. Viewing at the civic centre is free.	13.08	2.62	15.70	14.42	2.88	17.30	Ian Slaney	10%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Copying and Purchase of a recording			Cost +15%			Cost +15%	Ian Slaney		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Search charge to insurers/ solicitors to determine availability of record footage regarding road traffic incidents. (Service provided subject to staff availability and maintained at the same level as Data Protection Requests).	13.67	2.73	16.40	14.58	2.92	17.50	Ian Slaney	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Charge to insurers of recordings regarding road traffic incidents. (Service provided subject to staff availability).	116.67	23.33	140.00	124.83	24.97	149.80	Ian Slaney	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
54. Stray Dogs							Emma Phasey				
Statutory dog return fee (plus the expenses incurred by reason of the dog's detention will be additional to fee listed)	25.80		25.80	25.80		25.80	Emma Phasey	0%	Reg 2 - Environmental Protection (Stray Dogs) Regulations 1992/288	Statutory Prescribed	
55. Local Authority Pollution Control							Emma Phasey				Non Executive Licensing - Council Approval Required
55a. Application Fee							Emma Phasey				
Standard Process	1,642.20		1,642.20	1,650.00		1,650.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional fee for operating without a permit	1,182.50		1,182.50	1,188.00		1,188.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVRI, SWOBs and Dry Cleaners Reduced Fee Activities	155.40		155.40	155.00		155.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined	255.80		255.80	257.00		257.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities	363.30		363.30	365.00		365.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities: Additional fee for operating without a permit	70.70		70.70	70.70		70.70	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant for the 1 st & 2 nd applications	1,642.20		1,642.20	1,650.00		1,650.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
For the 3 rd to 7 th applications	980.70		980.70	990.00		990.00	Emma Phasey	1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
For the 8 th and subsequent applications	491.30		491.30	498.00		498.00	Emma Phasey	1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts	279.00		279.00	808.00		808.00	Emma Phasey	190%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55b. Annual Subsistence Charge							Emma Phasey				
Standard process Low	768.60		768.60	772.00		772.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional amounts charged where a permit is for a combined Part B and waste installation	104.00		104.00	104.00		104.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process Medium	1,166.60		1,166.60	1,161.00		1,161.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Additional amounts charged where a permit is for a combined Part B and waste installation	156.50		156.50	156.50		156.50	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process High	1,738.90		1,738.90	1,747.00		1,747.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional amounts charged where a permit is for a combined Part B and waste installation	207.90		207.90	207.00		207.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities Low	79.00		79.00	79.00		79.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities Med	158.60		158.60	158.00		158.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities High	236.10		236.10	237.00		237.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined Low	113.40		113.40	113.00		113.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined Medium	226.80		226.80	226.00		226.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined High	342.30		342.30	341.00		341.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities Low	228.90		228.90	228.00		228.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities Medium	366.50		366.50	365.00		365.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities High	550.20		550.20	548.00		548.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits Low	624.20		624.20	626.00		626.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits Medium	1,038.50		1,038.50	1,034.00		1,034.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits High	1,558.20		1,558.20	1,551.00		1,551.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits Low	386.40		386.40	385.00		385.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits Medium	619.50		619.50	617.00		617.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits High	928.20		928.20	924.00		924.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits Low	190.90		190.90	198.00		198.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits Medium	314.10		314.10	316.00		316.00	Emma Phasey	1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits High	471.10		471.10	473.00		473.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Late payment Fee	52.00		52.00	52.00		52.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts	104.00		104.00	104.00		104.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55c Transfer and Surrender							Emma Phasey				
Standard process transfer	169.00		169.00	169.00		169.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process partial transfer	497.00		497.00	497.00		497.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
New operator at low risk reduced fee activity (extra one-off subsistence charge)	78.00		78.00	78.00		78.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities: partial transfer	47.00		47.00	47.00		47.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55d Temporary Transfer for mobiles							Emma Phasey				
First transfer	53.00		53.00	51.00		51.00	Emma Phasey	-4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Repeat following enforcement or warning	53.00		53.00	51.00		51.00	Emma Phasey	-4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55e Substantial Changes s10 & s11							Emma Phasey				
Standard Process	1,050.00		1,050.00	1,050.00		1,050.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process where the substantial change results in a new PPC activity	1,650.00		1,650.00	1,650.00		1,650.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced Fee Activities	102.00		102.00	102.00		102.00	Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
55f LA-IPPC Fees & Charge (Local Authority Integrated Pollution, prevention and control.)							Emma Phasey				
Application	3,218.00		3,218.00	3,363.00		3,363.00	Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional fee for operating without a permit	1,137.00		1,137.00	1,188.00		1,188.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence Low Risk	1,384.00		1,384.00	1,447.00		1,447.00	Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments	
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval	
	£	0.20 £	£	£	0.20 £	£						
Annual Subsistence Medium Risk	1,541.00		1,541.00	1,611.00		1,611.00	Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Annual Subsistence High Risk	2,233.00		2,233.00	2,324.00		2,324.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Substantial Variation	1,309.00		1,309.00	1,650.00		1,650.00	Emma Phasey	26%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Transfer	225.00		225.00	235.00		235.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Partial Transfer	668.00		668.00	698.00		698.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
Surrender	668.00		668.00	698.00		698.00	Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary		
56. Application for a new premises or club premises licence or to vary a premises or a club premises licence							Emma Phasey				Non Executive Licensing - Council Approval Required	
Non domestic Rateable Value Band							Emma Phasey					
Band A	100.00		100.00	100.00		100.00	Emma Phasey	0%	Regulation 4, Regulation 6 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Band B	190.00		190.00	190.00		190.00	Emma Phasey	0%	Regulation 4, Regulation 6 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Band C	315.00		315.00	315.00		315.00	Emma Phasey	0%	Regulation 4, Regulation 6 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Band D	450.00		450.00	450.00		450.00	Emma Phasey	0%	Regulation 4, Regulation 6 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Band E	635.00		635.00	635.00		635.00	Emma Phasey	0%	Regulation 4, Regulation 6 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
57. Application fee for Premises exclusively or primarily in the business of selling alcohol for consumption on the premises							Emma Phasey				Non Executive Licensing - Council Approval Required	
Band D	900.00		900.00	900.00		900.00	Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Band E	1,905.00		1,905.00	1,905.00		1,905.00	Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
58. Annual renewal fee for premises or club premises licence							Emma Phasey				Non Executive Licensing - Council Approval Required	
Band A	70.00		70.00	70.00		70.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Band B	180.00		180.00	180.00		180.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Band C	295.00		295.00	295.00		295.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Band D	320.00		320.00	320.00		320.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Band E	350.00		350.00	350.00		350.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
58A. Annual renewal fee for Premises exclusively or primarily in the business of selling alcohol for consumption on the premises							Emma Phasey					
Band D	640.00		640.00	640.00		640.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Band E	1,050.00		1,050.00	1,050.00		1,050.00	Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
59. Exceptionally large events							Emma Phasey				Non Executive Licensing - Council Approval Required	
Number in attendance at any one time							Emma Phasey					
5,000 to 9,999	1,000.00		1,000.00	1,000.00		1,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
10,000 to 14,999	2,000.00		2,000.00	2,000.00		2,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
15,000 to 19,999	4,000.00		4,000.00	4,000.00		4,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
20,000 to 29,999	8,000.00		8,000.00	8,000.00		8,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
30,000 to 39,999	16,000.00		16,000.00	16,000.00		16,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
40,000 to 49,999	24,000.00		24,000.00	24,000.00		24,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
50,000 to 59,999	32,000.00		32,000.00	32,000.00		32,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
60,000 to 69,999	40,000.00		40,000.00	40,000.00		40,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
70,000 to 79,999	48,000.00		48,000.00	48,000.00		48,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
80,000 to 89,999	56,000.00		56,000.00	56,000.00		56,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
90,000 and over	64,000.00		64,000.00	64,000.00		64,000.00	Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
60. Personal Licences, Temporary Events & Other Fees							Emma Phasey				Non Executive Licensing - Council Approval Required	
Application for a grant of personal licence	37.00		37.00	37.00		37.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Theft, loss etc. of premises licence or summary	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Application for a provisional statement where premises being built	315.00		315.00	315.00		315.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Notification of change of name or address	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Application to vary licence to specify individual as premises	23.00		23.00	23.00		23.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Application for transfer of premises licence	23.00		23.00	23.00		23.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Interim authority notice following death etc of licence holder	23.00		23.00	23.00		23.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		
Theft, loss etc of certificate or summary	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed		

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Notification of change of name or alteration of rules of club	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Change of relevant registered address of club	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Temporary Event Notice	21.00		21.00	21.00		21.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of temporary event notice	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of personal licence	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Duty to notify change of name or address	10.50		10.50	10.50		10.50	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Right of freeholder etc to be notified of licensing matters	21.00		21.00	21.00		21.00	Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
61. Gambling Act 2005							Emma Phasey		Gambling Act (Premises Licence Fees) (Eng. & Wales) Regs 2007		Non Executive Licensing - Council Approval Required
Betting Premises (Other) Licence Application							Emma Phasey				
- New	3,000.00		3,000.00	3,000.00		3,000.00	Emma Phasey	0%	Regulation 5 & Schedule 1	Statutory Prescribed	
- Annual fee	600.00		600.00	600.00		600.00	Emma Phasey	0%	Regulation 8 & Schedule 1	Statutory Prescribed	
- Variation	1,500.00		1,500.00	1,500.00		1,500.00	Emma Phasey	0%	Regulation 11 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00	1,200.00		1,200.00	Emma Phasey	0%	Regulation 12 & Schedule 1	Statutory Prescribed	
62. Bingo Premises Licence							Emma Phasey		Gambling (Premises Licence Fees) (Eng & Wales) Regs 2007		Non Executive Licensing - Council Approval Required
- New	3,500.00		3,500.00	3,500.00		3,500.00	Emma Phasey	0%	Regulation 5 & Schedule 1	Statutory Prescribed	
- Annual fee	1,000.00		1,000.00	1,000.00		1,000.00	Emma Phasey	0%	Regulation 8 & Schedule 1	Statutory Prescribed	
- Variation	1,750.00		1,750.00	1,750.00		1,750.00	Emma Phasey	0%	Regulation 11 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00	1,200.00		1,200.00	Emma Phasey	0%	Regulation 12 & Schedule 1	Statutory Prescribed	
62A. Adult Gaming Centres							Emma Phasey		The Gambling (Premises Licence Fees) (England & Wales) Regulations 2007		
- New	2,000.00		2,000.00	2,000.00		2,000.00	Emma Phasey	0%	Regulation 5 & Schedule 1	Statutory Prescribed	
- Annual fee	1,000.00		1,000.00	1,000.00		1,000.00	Emma Phasey	0%	Regulation 8 & Schedule 1	Statutory Prescribed	
- Variation	1,000.00		1,000.00	1,000.00		1,000.00	Emma Phasey	0%	Regulation 11 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00	1,200.00		1,200.00	Emma Phasey	0%	Regulation 12 & Schedule 1	Statutory Prescribed	
62B. Gaming Machines & Lotteries							Emma Phasey				
Small Society Lotteries application for a new licence	40.00		40.00	40.00		40.00	Emma Phasey	0%	Regulation 3 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	
Small Society Lotteries annual fee	20.00		20.00	20.00		20.00	Emma Phasey	0%	Regulation 5 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	
Notification of gaming machines in alcohol licensed premises	50.00		50.00	50.00		50.00	Emma Phasey	0%	Regulation 3 Gaming Machines in Alcohol Licensed Premises (Notification Fee) (England and Wales) Regulations 2007	Statutory Prescribed	
Notification of more than two machines	100.00		100.00	100.00		100.00	Emma Phasey	0%	Regulation 3 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Annual fee	50.00		50.00	50.00		50.00	Emma Phasey	0%	Regulation 5 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Club Gaming Permits	200.00		200.00	200.00		200.00	Emma Phasey	0%	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Annual Fee	50.00		50.00	50.00		50.00	Emma Phasey	0%	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Club Machine Permits	100.00		100.00	100.00		100.00	Emma Phasey	0%	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Annual fee	50.00		50.00	50.00		50.00	Emma Phasey	0%	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
63. Street Works permits (London Permit Scheme)							Ian Slaney		Traffic Management (The London Borough of Harrow) Permit Scheme Order 2011 - London Permit Scheme for Roads and Street Works		
63a. Category 0-2 and Traffic Sensitive Streets							Ian Slaney				
Type of street works (per successful application)							Ian Slaney				
Provisional Advance Authorisation Type 0,1, 2 or traffic sensitive road	105.00		105.00	105.00		105.00	Ian Slaney	0%	Appendix E, Table 1	Statutory Prescribed	
Major works Type 0,1, 2 or traffic sensitive road	234.00		234.00	234.00		234.00	Ian Slaney	0%	Appendix E, Table 1	Statutory Prescribed	
Standard works Type 0,1, 2 or traffic sensitive road	130.00		130.00	130.00		130.00	Ian Slaney	0%	Appendix E, Table 1	Statutory Prescribed	
Minor works Type 0,1, 2 or traffic sensitive road	65.00		65.00	65.00		65.00	Ian Slaney	0%	Appendix E, Table 1	Statutory Prescribed	
Immediate works Type 0,1, 2 or traffic sensitive road	60.00		60.00	60.00		60.00	Ian Slaney	0%	Appendix E, Table 1	Statutory Prescribed	
Permit Variation Type 0,1, 2 or traffic sensitive road	45.00		45.00	45.00		45.00	Ian Slaney	0%	Appendix E, Table 1	Statutory Prescribed	
63b. Category 3-4 Non-Traffic Sensitive Streets							Ian Slaney				
Type of street works (per successful application)							Ian Slaney				
Provisional Advance Authorisation Type 3 or 4 non traffic sensitive road	75.00		75.00	75.00		75.00	Ian Slaney	0%	Appendix E, Table 1	Statutory Prescribed	
Major Works Type 3 or 4 non traffic sensitive road	150.00		150.00	150.00		150.00	Ian Slaney	0%	Appendix E, Table 1	Statutory Prescribed	
Standard Works Type 3 or 4 non traffic sensitive road	75.00		75.00	75.00		75.00	Ian Slaney	0%	Appendix E, Table 1	Statutory Prescribed	
Minor Works Type 3 or 4 non traffic sensitive road	45.00		45.00	45.00		45.00	Ian Slaney	0%	Appendix E, Table 1	Statutory Prescribed	
Immediate Works Type 3 or 4 non traffic sensitive road	40.00		40.00	40.00		40.00	Ian Slaney	0%	Appendix E, Table 1	Statutory Prescribed	
Permit Variation Type 3 or 4 non traffic sensitive road	35.00		35.00	35.00		35.00	Ian Slaney	0%	Appendix E, Table 1	Statutory Prescribed	
63c. Street Works							Ian Slaney				
Preparation and provision of statutory undertakers plant plans	200.40		200.40	214.40		214.40	Ian Slaney	7%	s93 Local Government Act 2003/Localism Act 2011	Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
		0.20			0.20						
64. Street Works - Fixed Penalty Charges							Ian Slaney				
Applies to statutory undertakers or holders of street works licenses. FPNs issued as set out in Harrow's policy for the issuing of Fixed Penalty Notices for Street Works Noticing Offences - October 2010							Ian Slaney				
(i) For offences committed under New Roads and Street works Act 1991 sections 54(5), 55(5), 55(9), 57(4), 70(6), 74. (payment within 36 days)	120.00		120.00	120.00		120.00	Ian Slaney	0%	Regulation 7 & Schedule 2 of The Street Works (Fixed Penalty) (England) Regulations 2007	Statutory Prescribed	
Discounted amount for early payment (payment within 29 days)	80.00		80.00	80.00		80.00	Ian Slaney	0%	Regulation 7 & Schedule 2 of The Street Works (Fixed Penalty) (England) Regulations 2007	Statutory Prescribed	
(ii) For working without a permit (payment within 36 days)	500.00		500.00	500.00		500.00	Ian Slaney	0%	Regulation 24, The Traffic Management Permit Scheme (England) Regulations 2007	Statutory Prescribed	
Discounted amount for early payment (payment within 29 days)	300.00		300.00	300.00		300.00	Ian Slaney	0%	Regulation 25, The Traffic Management Permit Scheme (England) Regulations 2007	Statutory Prescribed	
65. Street works - Inspection fees							Ian Slaney				
Sample Inspection. Charges per inspection	50.00		50.00	50.00		50.00	Ian Slaney	0%	Regulation 3, Street Works (Inspection Fees) (England) Regulations 2002	Statutory Prescribed	
Defect Inspection. Charges per inspection	52.30		52.30	120.00		120.00	Ian Slaney	129%	Section 75, New Road and Street Works Act 1991 and NRSWA 1991 Code of Practice for Inspections	Statutory Discretionary	
Inspection following third party report. Charge for inspection if reinstatement found to be defective	74.80		74.80	Not Applicable			Ian Slaney		Section 75, New Road and Street Works Act 1991 and NRSWA 1991 Code of Practice for Inspections	Statutory Discretionary	
Investigatory Inspection. Charge for inspection if reinstatement found to be defective	55.00		55.00	68.50		68.50	Ian Slaney	25%	Section 75, New Road and Street Works Act 1991 and NRSWA 1991 Code of Practice for Inspections	Statutory Discretionary	
66. Street Works - Charges for prolonged occupation of the highway							Ian Slaney				
Carriageway - category 0 & 1 (traffic sensitive) - first 3 days	5,000.00		5,000.00	5,000.00		5,000.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 0 & 1 (traffic sensitive) - per day in excess of 3 days	10,000.00		10,000.00	10,000.00		10,000.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 0 & 1 (not traffic sensitive) - first 3 days	2,500.00		2,500.00	2,500.00		2,500.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 0 & 1 (not traffic sensitive) - per day in excess of 3 days	2,500.00		2,500.00	2,500.00		2,500.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 2 (traffic sensitive) - first 3 days	3,000.00		3,000.00	3,000.00		3,000.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 2 (traffic sensitive) - per day in excess of 3 days	8,000.00		8,000.00	8,000.00		8,000.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 2 (not traffic sensitive) - first 3 days	2,000.00		2,000.00	2,000.00		2,000.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 2 (not traffic sensitive) - per day in excess of 3 days	2,000.00		2,000.00	2,000.00		2,000.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 3 & 4 (traffic sensitive) - first 3 days	750.00		750.00	750.00		750.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 3 & 4 (traffic sensitive) - per day in excess of 3 days	750.00		750.00	750.00		750.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 3 & 4 (not traffic sensitive) - first 3 days	250.00		250.00	250.00		250.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Carriageway - category 3 & 4 (not traffic sensitive) - in excess of 3 days	250.00		250.00	250.00		250.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Footway/verge - category 0 & 1 - per day	2,500.00		2,500.00	2,500.00		2,500.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Footway/verge - category 2 - per day	2,000.00		2,000.00	2,000.00		2,000.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Footway/verge - category 3 & 4 - per day	250.00		250.00	250.00		250.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
Site clearance (SLG) by end of next working day of notification	100.00		100.00	100.00		100.00	Ian Slaney	0%	Regulation 9, The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	Statutory Prescribed	
67. Annual renewal fees for large events							Emma Phasey				Non Executive Licensing - Council Approval Required
76a LA 2003 Premises/Clubs							Emma Phasey				
Additional annual fees for capacities 5000 - 9999	500.00		500.00	500.00		500.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 10000 - 14999	1,000.00		1,000.00	1,000.00		1,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 15000 - 19999	2,000.00		2,000.00	2,000.00		2,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 20000 - 29999	4,000.00		4,000.00	4,000.00		4,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 30000 - 39999	8,000.00		8,000.00	8,000.00		8,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 40000 - 49999	12,000.00		12,000.00	12,000.00		12,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 50000 - 59999	16,000.00		16,000.00	16,000.00		16,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 60000 - 69999	20,000.00		20,000.00	20,000.00		20,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 70000 - 79999	24,000.00		24,000.00	24,000.00		24,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 80000 - 89999	28,000.00		28,000.00	28,000.00		28,000.00	Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
		0.20			0.20						
	£	£	£	£	£	£					
Additional annual fees for capacities 90000 and over	32,000.00		32,000.00	32,000.00		32,000.00	Emma Phasey		Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
68. Special Treatments							Emma Phasey				Non Executive Licensing - Council Approval Required
Grant of a new licence							Emma Phasey		s.7(6) London Local Authorities Act 1991		
Band A : Ear piercing only	258.00		258.00	276.00		276.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band B - Aromatherapy, body massage, Champissage (Indian Head massage), Fairbane therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, Infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	507.00		507.00	542.00		542.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band B (Domestic)- Aromatherapy, body massage, Champissage (Indian Head massage), Fairbane therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, Infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	231.00		231.00	250.00		250.00	Emma Phasey	8%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band C - Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotory Massage – G5, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxabustion, Nail extensions, NAET, Roling, Sclerotherapy, Stone therapy, Trichology, Tui – na, Ultra sonic and all treatments in Band A and B.	775.50		775.50	830.00		830.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band C (Domestic) - Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotory Massage – G5, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxabustion, Nail extensions, NAET, Roling, Sclerotherapy, Stone therapy, Trichology, Tui – na, Ultra sonic and all treatments in Band A and B.	352.00		352.00	377.00		377.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band D - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C.	1,023.00		1,023.00	1,095.00		1,095.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band D (Domestic) - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C.	462.00		462.00	495.00		495.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band E - Laser and intense pulse light treatments	880.00		880.00	942.00		942.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band E (Domestic) - Laser and intense pulse light treatments	880.00		880.00	942.00		942.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Variation of licence	115.00		115.00	123.00		123.00	Emma Phasey	7%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
69. Pet Shops							Emma Phasey				Non Executive Licensing - Council Approval Required
New/variation for selling of animals (pets shops etc)	688.00		688.00	735.00		735.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal for selling of animals (pets shops etc)	604.00		604.00	646.00		646.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018		
reassessment of star rating visit	250.00		250.00	268.00		268.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
70. Sex Entertainment Venue							Emma Phasey				Non Executive Licensing - Council Approval Required
Annual Licence New Grant	5,357.00		5,357.00	5,732.00		5,732.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Renewal	4,416.50		4,416.50	4,726.00		4,726.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Variation (in combination with renewal)	1,446.00		1,446.00	1,550.00		1,550.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Variation (mid term)	2,744.50		2,744.50	2,940.00		2,940.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Transfer	946.00		946.00	1,010.00		1,010.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
71. Sex Shops							Emma Phasey				Non Executive Licensing - Council Approval Required
Initial application	3,112.00		3,112.00	3,330.00		3,330.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Renewal	1,584.00		1,584.00	1,700.00		1,700.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Application to transfer a sex shop licence	779.00		779.00	835.00		835.00	Emma Phasey	7%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
72. (NOT USED)							Emma Phasey				Non Executive Licensing - Council Approval Required
74. Immigration Inspections (outside scope of VAT)							Emma Phasey				Non Executive Licensing - Council Approval Required
** Note: The Council responding to requests, provides a letter to the British High Commission in respect of accommodation being fit for purpose.											
Inspection of property and provision of report for immigration purposes (within 10 working days).	205.00		205.00	220.00		220.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Inspection of property and provision of report for immigration purposes (within 3 working days).	294.00		294.00	315.00		315.00	Emma Phasey	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
75. Scrap Metal and Salvage (outside scope of VAT)							Emma Phasey				Non Executive Licensing - Council Approval Required
Scrap Metal dealers site licence/renewal	700.00		700.00	750.00		750.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Scrap Metal dealers collectors licence/renewal	391.00		391.00	420.00		420.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of site licence	611.00		611.00	655.00		655.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of site licence (minor variation)	120.00		120.00	130.00		130.00	Emma Phasey	8%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of collectors licence	314.00		314.00	335.00		335.00	Emma Phasey	7%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of collectors licence (minor variation)	120.00		120.00	130.00		130.00	Emma Phasey	8%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
76. Highways Enforcement (outside scope of VAT)							Ian Slaney				Non Executive Licensing - Council Approval Required
Where a non-licensed skip is found, a retrospective application fee of twice the standard is applied											
Skip (per month)	70.50		70.50	75.40		75.40	Ian Slaney	7%	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
Skip Renewal (per month)	70.50		70.50	75.40		75.40	Ian Slaney	7%	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
** Note: The deposit required from builders, developers, etc for the positioning of materials on the highway is £200. This deposit is fully or partially refunded, depending on any necessary repairs or reinstatement works. The change reflects increases in costs of works by contractors and protects the council if costs exceed the current amount of the deposit.											
77. Building Materials on the Highway (outside scope of VAT)							Ian Slaney				Non Executive Licensing - Council Approval Required
** Note: Where building material is identified that does not have a permit the council may issue a permit whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial fee. The fee for a 'retrospective' renewal application is twice the renewal fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the permit in advance or is a genuine emergency.											
Deposit (subject to highway damage)	650.30		650.30	695.80		695.80	Ian Slaney	7%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
First month	128.80		128.80	137.80		137.80	Ian Slaney	7%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
Renewal (per month)	116.10		116.10	124.20		124.20	Ian Slaney	7%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
78. Housing of Multiple Occupation							Emma Phasey				Non Executive Licensing - Council Approval Required
HMO Application	1,623.00		1,623.00	1,740.00		1,740.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
HMO Renewal/Variation	1,150.00		1,150.00	1,230.50		1,230.50	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
HMO Renewal with material change	1,623.00		1,623.00	1,740.00		1,740.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
New Application (self contained) (per unit)	335.00		335.00	360.00		360.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Renewal Application (self contained)	239.00		239.00	255.00		255.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Renewal Application (self contained) with material change (per unit)	335.00		335.00	360.00		360.00	Emma Phasey	7%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Fees associated with an aborted visit		Not Applicable		20.00		20.00	Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
HMO administration fee for failure to pay 2nd HMO fee within 5 working days of request.		Not Applicable		50.00		50.00	Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
(a) Selective Licensing							Emma Phasey				
Selective Licensing Application	671.00		671.00	720.00		720.00	Emma Phasey	7%	s87(3) & (7) Housing Act 2004	Statutory Discretionary	
Fees associated with an aborted visit		Not Applicable		20.00		20.00	Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Selective licence administration fee for failure to pay 2nd fee within 5 working days of request.		Not Applicable		50.00		50.00	Emma Phasey	NEW	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
79. Hypnotism events							Emma Phasey				Non Executive Licensing - Council Approval Required
Capacity (maximum permitted) number of persons up to 2000	384.20		384.20	410.00		410.00	Emma Phasey	7%	s2A Hypnotism Act 1952	Statutory Discretionary	
Note: Additional charges for extension of hours beyond 11pm, 10% of scale fee plus 1% for each day of extension. Prices for larger capacities on application							Emma Phasey		s2A Hypnotism Act 1952	Statutory Discretionary	
80. Animal Boarding Establishment							Emma Phasey				Non Executive Licensing - Council Approval Required
Animal Boarding Establishment (Kennel/Cattery)							Emma Phasey				
New/Renewal application Single or combined species	673.00		673.00	720.00		720.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application combined species	604.00		604.00	645.00		645.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
New application Single species	588.00		588.00	630.00		630.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application Single species	519.00		519.00	555.00		555.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	270.00		270.00	Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Home Boarder							Emma Phasey				
New/Renewal application	485.00		485.00	520.00		520.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application	451.00		451.00	480.00		480.00	Emma Phasey	6%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	270.00		270.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Franchisee arrangers Licence							Emma Phasey				
New/Renewal application	200.00		200.00	214.00		214.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Assessment of a hobby host as part of a franchisee licence	214.00		214.00	230.00		230.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Dog Day Care							Emma Phasey				
New/Renewal application	568.00		568.00	610.00		610.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application	549.00		549.00	590.00		590.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	270.00		270.00	Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Dog Breeding Establishment							Emma Phasey				
New applicant vet inspection with kennel units	751.60		751.60	805.00		805.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal applicant with kennel units	634.00		634.00	680.00		680.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
New application breeding in a domestic dwelling	634.00		634.00	680.00		680.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application breeding in a domestic dwelling	482.00		482.00	515.00		515.00	Emma Phasey	7%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	250.00		250.00	270.00		270.00	Emma Phasey	8%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
81. Dangerous wild animals							Emma Phasey				Non Executive Licensing - Council Approval Required
Dangerous Wild Animals							Emma Phasey				
New applicant commercial / outside premises	548.00		548.00	590.00		590.00	Emma Phasey	8%	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
Renewal applicant commercial / outside premises	506.00		506.00	540.00		540.00	Emma Phasey	7%	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
New applicant domestic dwelling	499.00		499.00	535.00		535.00	Emma Phasey	7%	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
Renewal applicant on domestic dwelling	420.00		420.00	450.00		450.00	Emma Phasey	7%	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
82. Performing Animals							Emma Phasey				Non Executive Licensing - Council Approval Required
New/Renewal of performing animals	465.00		465.00	500.00		500.00	Emma Phasey	8%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Renewal for circus animals for exhibit on location	397		397.00	425.00		425.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
83a. Riding Establishments							Emma Phasey				Non Executive Licensing - Council Approval Required
new / renewal for hiring out horses < 11 horses	922.00		922.00	990.00		990.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
new / renewal for hiring out horses 11-50 horses	1,322.00		1,322.00	1,415.00		1,415.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
new / renewal for hiring out horses Over 50 horses	1,402.00		1,402.00	1,500.00		1,500.00	Emma Phasey	7%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
83b.(NOT USED)							Emma Phasey				Non Executive Licensing - Council Approval Required
84. Scaffolding Licence							Ian Slaney				Non Executive Licensing - Council Approval Required
** Note: The fee for scaffolding found without a licence requiring a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee.							Ian Slaney				
Residential							Ian Slaney				
Up to 10 metres (first month)	206.80		206.80	221.30		221.30	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
10-15 metres (first month)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (first month)	294.60		294.60	315.20		315.20	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 10 metres (subsequent months)	164.00		164.00	175.50		175.50	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
10-15 metres (subsequent months)	188.30		188.30	201.50		201.50	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (subsequent months)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Commercial							Ian Slaney				
Up to 15 metres (first month)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (first month)	294.60		294.60	315.20		315.20	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 15 metres (subsequent months)	188.30		188.30	201.50		201.50	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres (subsequent months)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres squared	649.70		649.70	695.20		695.20	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres	1,299.40		1,299.40	1,390.40		1,390.40	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Additional charges per hour e.g. for attending site meeting	115.50		115.50	123.60		123.60	Ian Slaney	7%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
85. Hoarding Licence							Ian Slaney				Non Executive Licensing - Council Approval Required
** Note: Where hoarding is identified that does not have a licence the council may issue a licence whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the licence in advance or there was a genuine emergency.							Ian Slaney				
Up to 15 metres in length (first month)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres in length (first month)	294.60		294.60	315.20		315.20	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 15 metres in length (subsequent months)	188.30		188.30	201.50		201.50	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres in length (subsequent months)	237.90		237.90	254.60		254.60	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres in length	649.70		649.70	695.20		695.20	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres in length	1,299.40		1,299.40	1,390.40		1,390.40	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Additional charges per hour e.g. for attending site meeting	114.40		114.40	122.40		122.40	Ian Slaney	7%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
86. Crane (Lifting Equipment) Licence							Emma Phasey				Non Executive Licensing - Council Approval Required

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
Where a non-licensed crane is found, a retrospective application fee of twice the standard is applied						0.00	Ian Slaney				
Licence Administration Fee	294.60		294.60	315.20		315.20	Ian Slaney	7%	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Deposit	649.70		649.70	695.20		695.20	Ian Slaney	7%	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
87. Advertising Board Licence							Ian Slaney				Non Executive Licensing - Council Approval Required
Permission for a A1 (637 (width) x 1100 (height) x 800 (depth) mm) size advertising board on the public highway. No other sizes							Ian Slaney				
Permit per year	182.50		182.50	195.30		195.30	Ian Slaney	7%	s.115F(1) Highways Act 1980	Statutory Discretionary	
Penalty for non compliance under Highways Act 1980 and Planning legislation to recover all costs associated with the removal	cost recovery		cost recovery	cost recovery		cost recovery	Ian Slaney		s.115K(3) Highways Act 1980	Statutory Discretionary	
88. Stopping up of Highways							Dalton Cenac				
Assessment of Stopping Up of Highway request (Highways Act 1980) - per location (The charge quoted does not include the cost of undertaking the legal process to stop up highway or any purchasing of land. If the assessment indicates that a stopping up process is accepted then a separate non-refundable legal fee held on account will be requested in order for the Council to undertake the legal process. There is no guarantee of success as the process requires a statutory consultation to be undertaken and the final decision will be made by a Magistrates Court and not by the Council.)	283.40		283.40	303.20		303.20	Dalton Cenac	7%	s. 117 Highways Act 1980	Statutory Discretionary	
89. Highway enquiries							Dalton Cenac				
To provide clarification about the status of a highway or a public path - assessment of request per location	283.40		283.40	303.20		303.20	Dalton Cenac	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
90. Street Naming and Numbering							Ian Slaney				Non Executive Licensing - Council Approval Required
Adding alias/name	243.00		243.00	260.00		260.00	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Application for numbering property per property	243.00		243.00	260.00		260.00	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Application for naming a road (applicant choice of name adhering to SNN policy with LFB approval)	£283.20 plus £40.32 per property		£283.20 plus £40.32 per property	£303.02 plus £43.14 per property		£303.02 plus £43.14 per property	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Naming or renaming of house or block of flats (applicants choice of name adhering to SNN Policy and approval of LFB)	243.00		243.00	260.00		260.00	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Naming or renaming of commercial premises (applicants choice of name adhering to SNN Policy and approval of LFB)	243.00		243.00	260.00		260.00	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 1 plot	140.40		140.40	150.20		150.20	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 2-20 plots	£71.50 per unit		£71.50 per unit	£76.51 per unit		£76.51 per unit	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 21-50 plots	£1,430.00 + £28.27 per unit		£1,430.00 + £28.27 per unit	£1,530.00 + £30.25 per unit		£1,530.00 + £30.25 per unit	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: over 50 plots	£2,278.01 + £21.34 per unit		£2,278.01 + £21.34 per unit	£2,437.47 + £22.83 per unit		£2,437.47 + £22.83 per unit	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Certificate of naming/numbering/historic documents	120.80		120.80	129.30		129.30	Ian Slaney	7%	s65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
91. Removal Abandoned Vehicle							Emma Phasey				
Administration fee for arranging removal of abandoned car from private land	53.50	10.70	64.20	57.50	11.50	69.00	Emma Phasey	7%	s5 Refuse Disposal (Amenity) Act 1978	Discretionary	
92 Environmental Health Other charges							Emma Phasey				
SFBB (Safer food, better business) Pack	25.00		25.00	27.00		27.00	Emma Phasey	8%	s45 Food Safety Act 1990	Discretionary	
SFBB (safer food, better business) Diary refill	12.50	2.50	15.00	13.33	2.67	16.00	Emma Phasey	7%	s45 Food Safety Act 1990	Discretionary	
FHRS (Food Hygiene Rating Scheme) Re-rating visit	250.00		250.00	270.00		270.00	Emma Phasey	8%	s45 Food Safety Act 1990	Discretionary	
93. Hourly rates for Environmental Health Officers							Emma Phasey				Non Executive Licensing - Council Approval Required
Relating to enforcement, works in default after serving of statutory notice:							Emma Phasey		S8, Environmental Protection Act 1990	Statutory Discretionary	

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	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge	Basis for charging	Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change	For Noting only/Non Cabinet Approval		
	£	£	£	£	£	£					
		0.20			0.20						
a) Divisional Director per hour or part thereof	296.90		296.90	320.00		320.00	Emma Phasey	8%	S8 , Environmental Protection Act 1990	Statutory Discretionary	
b) Service Manager per hour or part thereof	222.50		222.50	240.00		240.00	Emma Phasey	8%	S8 , Environmental Protection Act 1990	Statutory Discretionary	
c) Team Leader per hour or part thereof	149.20		149.20	160.00		160.00	Emma Phasey	7%	S8 , Environmental Protection Act 1990	Statutory Discretionary	
d) Enforcement Officers	115.00		115.00	123.00		123.00	Emma Phasey	7%	S8 , Environmental Protection Act 1990	Statutory Discretionary	
e) Consultation fee for any application permit or licence per hour (min 1 hour)	115.00		115.00	123.00		123.00	Emma Phasey	7%	S8 , Environmental Protection Act 1990	Discretionary	
f) Premise consultation per hour (minimum 1 hour)	115.00		115.00	123.00		123.00	Emma Phasey	7%	S8 , Environmental Protection Act 1990	Discretionary	
CULTURAL SERVICES							Emma Phasey				
94. Community Notice Boards							Helen Mannion				
Charge per poster for all 20 locations for 2 weeks including printing and posting (min posting time) A4	44.67	8.93	53.60	Discontinued			Helen Mannion		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Charge per poster for all 20 locations for 2 weeks including printing and posting (min posting time) A3	66.75	13.35	80.10	Discontinued			Helen Mannion		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Charge per A3 poster for an individual board per 2 weeks including printing and posting (min posting time)	33.58	6.72	40.30	Discontinued			Helen Mannion		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Charge per A4 poster for an individual board per 2 weeks including printing and posting (min posting time)	22.58	4.52	27.10	Discontinued			Helen Mannion		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Additional Charge for 'special run' for all 20 locations per 2 weeks (min posting time)	100.42	20.08	120.50	Discontinued			Helen Mannion		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
95a. Harrow Museum & Great Barn							Kerry Blackburn				
Venue Hire							Kerry Blackburn				
Great Barn - wedding Mon-Thu (Apr-Oct)	4,583.33	916.67	5,500.00	4,904.17	980.83	5,885.00	Kerry Blackburn	7%	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding Fri, Sat, Sun & Bank Holidays (Apr-Oct)	5,616.67	1,123.33	6,740.00	6,008.33	1,201.67	7,210.00	Kerry Blackburn	7%	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding Mon-Sun (Nov-Mar)	3,583.33	716.67	4,300.00	3,833.33	766.67	4,600.00	Kerry Blackburn	7%	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding early access (between 7am-10am)	25% fee		25% fee	41.67	8.33	50.00	Kerry Blackburn	7%	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding set up or de-rig (Mon-Thur 8am-12pm)	50% fee		50% fee	416.67	83.33	500.00	Kerry Blackburn	7%	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding set up or de-rig (Fri-Sun 8am-12pm)	100% fee		100% fee	1,250.00	250.00	1,500.00	Kerry Blackburn	7%	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding - cancellation fee - a year or more prior to the event	208.33	41.67	250.00	25% Fee		25% Fee	Kerry Blackburn		Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding or function - cancellation fee six months prior to the event	5% reduction		5% reduction	50% Fee		50% Fee	Kerry Blackburn		Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding or function - cancellation fee three months prior to the event	50% reduction		50% reduction	100% Fee		100% Fee	Kerry Blackburn		Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - wedding ceremony (with any of the above)	Not Applicable			208.33	41.67	250.00	Kerry Blackburn	NEW	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - discretionary discount (community event)	Not Applicable			5% reduction		5% reduction	Kerry Blackburn	NEW	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - Charitable rate and half day hire	Not Applicable			50% reduction		50% reduction	Kerry Blackburn	NEW	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - Conference Mon-Thu (Apr-Oct) min 4 hours	Not Applicable			381.67	76.33	458.00	Kerry Blackburn	NEW	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Great Barn - Conference Mon-Sun (Nov-Mar) min 4 hours	Not Applicable			298.33	59.67	358.00	Kerry Blackburn	NEW	Regulation 12 The Marriages and Civil Partnerships (approved Premises) Regulations 2005	Statutory Discretionary	
Education							Kerry Blackburn				
Onsite Schools session (VAT exempt)	134.00		134.00	140.00		140.00	Kerry Blackburn	4%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Holiday Activities (VAT exempt)	POA		POA	POA		POA	Kerry Blackburn		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Tuesday Afternoon Talks (VAT exempt)	4.00		4.00	4.00		4.00	Kerry Blackburn	0%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Private Tour per person (VAT exempt)	11.00		11.00	11.00		11.00	Kerry Blackburn	0%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Local History Charges - Digital Image Use							Kerry Blackburn		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Non-commercial, personal use (.jpeg):	6.50	1.30	7.80	6.96	1.39	8.35	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Publication - front cover - UK rights	58.83	11.77	70.60	62.92	12.58	75.50	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Publication - front cover - World rights	80.00	16.00	96.00	85.83	17.17	103.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Publication - interior - UK rights	42.83	8.57	51.40	45.83	9.17	55.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Publication - interior - World rights	58.83	11.77	70.60	62.92	12.58	75.50	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Leaflets and brochures - UK rights	42.83	8.57	51.40	45.83	9.17	55.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Leaflets and brochures - World rights	58.83	11.77	70.60	62.92	12.58	75.50	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Presentations and internal reports	42.83	8.57	51.40	45.83	9.17	55.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Advertising in newspapers and periodicals	42.83	8.57	51.40	45.83	9.17	55.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Temporary Exhibitions (up to A1)	42.83	8.57	51.40	45.83	9.17	55.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge	Basis for charging	Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change			
	£	£	£	£	£	£					
		0.20			0.20						
Temporary Exhibitions (A1-A0)	58.83	11.77	70.60	62.92	12.58	75.50	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
<i>Interior decoration of commercial premises:</i>	POA	POA	POA	POA	POA	POA	Kerry Blackburn		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Up to A3	42.83	8.57	51.40	45.83	9.17	55.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011		
A2	80.00	16.00	96.00	85.83	17.17	103.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
A1	160.00	32.00	192.00	171.67	34.33	206.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
A0	320.83	64.17	385.00	343.33	68.67	412.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
<i>Larger than A0</i>	POA	POA	POA	POA	POA	POA	Kerry Blackburn		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
TV - 5 year unlimited transmission (excluding video and DVD) - UK rights	320.83	64.17	385.00	343.33	68.67	412.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
TV - 5 year unlimited transmission (excluding video and DVD) - World rights	535.00	107.00	642.00	572.50	114.50	687.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Videos, DVDs and Films - UK rights	134.17	26.83	161.00	144.17	28.83	173.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Videos, DVDs and Films - World rights	267.50	53.50	321.00	285.83	57.17	343.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Web use	40.00	8.00	48.00	42.92	8.58	51.50	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Photography on site personal use (Own equipment) per day	4.17	0.83	5.00	4.46	0.89	5.35	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Photography on site personal use (Own equipment) Month Pass	16.67	3.33	20.00	17.75	3.55	21.30	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Photography on site personal use (Own equipment) Yearly Pass	166.67	33.33	200.00	178.33	35.67	214.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Research Service (Personal or Educational use) per hour	16.67	3.33	20.00	17.83	3.57	21.40	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Research Service (Commercial use) per hour	33.33	6.67	40.00	35.58	7.12	42.70	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Copy and Scanning Service per item	2.50	0.50	3.00	2.67	0.53	3.20	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Copy and Scanning Service (Maps, Photographs, Prints and Posters) Medium up to 300 dpi - per item	8.33	1.67	10.00	8.92	1.78	10.70	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Copy and Scanning Service (Maps, Photographs, Prints and Posters) Medium up to 600 dpi - per item	16.67	3.33	20.00	17.83	3.57	21.40	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Behind the scene tours (Group of 10)	66.67	13.33	80.00	71.33	14.27	85.60	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Lectures (In person and/or online)	83.33	16.67	100.00	89.17	17.83	107.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Reproduction Fees - Community Use - Website/Exhibition/Publications - per image	5.00	1.00	6.00	5.33	1.07	6.40	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
95b. Harrow Arts Centre							Kerry Blackburn				
95 b (i). Price Bands (Large Room)							Kerry Blackburn				
Large Room - Arts Organisation	29.50		29.50	31.00		31.00	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Large Room - Charity/ Community/ Religious Group	29.50		29.50	31.00		31.00	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Large Room - Education Institution	50.00		50.00	52.50		52.50	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Large Room - Function (dry hire)	47.00		47.00	49.40		49.40	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Large Room - Corporate	50.00		50.00	52.50		52.50	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Large Room - Harrow Council	50.00		50.00	52.50		52.50	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
95b (ii). Price Band (Small Room)							Kerry Blackburn				
Small Room - Arts Organisation	14.50		14.50	15.20		15.20	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Small Room - Charity/ Community/ Religious Group	14.50		14.50	15.20		15.20	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Small Room - Education Institution	28.00		28.00	29.40		29.40	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Small Room - Function (dry hire)	24.00		24.00	25.20		25.20	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Small Room - Business	28.00		28.00	29.40		29.40	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Small Room - Harrow Council	28.00		28.00	29.40		29.40	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
95b (iii). Price Band (Dance Studio)							Kerry Blackburn				
Dance Studio - Arts Organisation	37.00		37.00	39.00		39.00	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Dance Studio - Charity/ Community/ Religious Group	37.00		37.00	39.00		39.00	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Dance Studio - Education Institution	56.00		56.00	59.00		59.00	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Dance Studio - Function (dry hire)	52.40		52.40	55.00		55.00	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Dance Studio - Business	56.00		56.00	59.00		59.00	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Dance Studio - Harrow Council	56.00		56.00	59.00		59.00	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
95b (v). Price Band (HES 1/2/3)							Kerry Blackburn				
Hatch End Suite 1/2/3 - Arts Organisation	28.50		28.50	31.00		31.00	Kerry Blackburn	9%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Hatch End Suite 1/2/3 - Charity/ Community/ Religious Group	28.50		28.50	31.00		31.00	Kerry Blackburn	9%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Hatch End Suite 1/2/3 - Education Institution	50.00		50.00	52.50		52.50	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Hatch End Suite 1/2/3 - Function	47.00		47.00	49.50		49.50	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Hatch End Suite 1/2/3 - Business	50.00		50.00	52.50		52.50	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Hatch End Suite 1/2/3 - Harrow Council	50.00		50.00	52.50		52.50	Kerry Blackburn	5%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
95b (vi). Price Band (Hall)							Kerry Blackburn				
Elliott Hall - Arts Organisation (Meeting only)	146.00		146.00	156.50		156.50	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Elliott Hall - Charity/ Community/ Religious Group (Meeting only)	146.00		146.00	156.50		156.50	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Technician Support for Hall Hire	37.50	7.50	45.00	37.50	7.50	45.00	Kerry Blackburn	0%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
95b (vii). Price Bands (Performance & Functions)							Kerry Blackburn				
Elliott Hall - Performance & Functions Fri-Sun per hour (min 4 hours)	254.00		254.00	270.00		270.00	Kerry Blackburn	6%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Elliott Hall - Performance & Functions Mon-Thurs per hour (min 4 hours)	214.00		214.00	229.00		229.00	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Boiler House - Performance & Functions	47.00		47.00	50.00		50.00	Kerry Blackburn	6%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Elliott Hall - COUNCIL per hour (min 4 hours)	184.00		184.00	195.00		195.00	Kerry Blackburn	6%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Kitchen when booked with another space	138.33	27.67	166.00	148.00	29.60	177.60	Kerry Blackburn	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
95b (ix). Box Office Service & Ticket Printing							Kerry Blackburn		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Elliott Hall	178.33	35.67	214.00	183.33	36.67	220.00	Kerry Blackburn	3%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
96a. Harrow Music Service SLA charges music tuition							Monika Clifford-Varley				
Small group per annual hour (Primary and Secondary)	1,855.10		1,855.10	1,985.00		1,985.00	Monika Clifford-Varley	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Large group/ensemble per annual hour (Primary and Secondary)	2,108.90		2,108.90	2,256.50		2,256.50	Monika Clifford-Varley	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Class teaching per annual hour (Primary and Secondary)	2,293.40		2,293.40	2,453.90		2,453.90	Monika Clifford-Varley	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Music's Cool whole class half hour programme	1,170.40		1,170.40	1,287.40		1,287.40	Monika Clifford-Varley	10%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Rock school per annual hour	2,139.70		2,139.70	2,289.50		2,289.50	Monika Clifford-Varley	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Songfest and Sing Sing Sing (one off charge)	294.00		294.00	314.60		314.60	Monika Clifford-Varley	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
96b. Whole class instrumental teaching programmes							Monika Clifford-Varley				
First programme cost per class per term	466.30		466.30	512.90		512.90	Monika Clifford-Varley	10%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Additional programme cost per class per term	929.60		929.60	1,022.60		1,022.60	Monika Clifford-Varley	10%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
96c. After school clubs termly charge							Monika Clifford-Varley			Discretionary	
Harrow Music Junior Brass	43.00		43.00	50.00		50.00	Monika Clifford-Varley	16%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Harrow Music Senior Brass											
Harrow Music Wind Band											
Harrow Music Junior Strings											
Harrow Music Senior Strings											
Harrow Music Guitar Ensemble											
96d. Festival tickets							Monika Clifford-Varley				
Festival tickets	8.50		8.50	9.10		9.10	Monika Clifford-Varley	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
96e BRAVO after school instrumental lessons charged directly to parents							Monika Clifford-Varley				
Individual 30 minutes per term	300.00		300.00				Monika Clifford-Varley		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Individual 15 minute per term	150.00		150.00				Monika Clifford-Varley		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
NEW BRAVO ZOOM lessons individual 15 minutes per term	113.00		113.00				Monika Clifford-Varley		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
HOUSING							Shellian Campbell				
97. Bed & Breakfast charges							Shellian Campbell				
Weekly charge, set at maximum HB rate for shared B&B plus service charge for heating, lighting etc	193.08		193.08	193.08		193.08	Shellian Campbell	0%	Set at maximum Housing Benefit rate	Statutory Discretionary	
98. Private Sector Leased Temporary Accommodation, plus nightly paid self contained accommodation - Weekly charges at new recoverable HB level							Shellian Campbell				
1 Bedroom Accommodation per month	155.77		155.77	155.77		155.77	Shellian Campbell	0%	Weekly rents are based on 90% of the Local Housing Allowance (LHA) of January 2011 rates based on the property size and location.	Statutory Discretionary	
2 Bedroom Accommodation per month	197.31		197.31	197.31		197.31	Shellian Campbell	0%	Weekly rents are based on 90% of the Local Housing Allowance (LHA) of January 2011 rates based on the property size and location.	Statutory Discretionary	
3 Bedroom Accommodation per month	259.61		259.61	259.61		259.61	Shellian Campbell	0%	Weekly rents are based on 90% of the Local Housing Allowance (LHA) of January 2011 rates based on the property size and location.	Statutory Discretionary	
4 Bedroom Accommodation per month	321.92		321.92	321.92		321.92	Shellian Campbell	0%	Weekly rents are based on 90% of the Local Housing Allowance (LHA) of January 2011 rates based on the property size and location.	Statutory Discretionary	
5 Bedroom Accommodation per month	375.00		375.00	375.00		375.00	Shellian Campbell	0%	Weekly rents are based on 90% of the Local Housing Allowance (LHA) of January 2011 rates based on the property size and location.	Statutory Discretionary	
98a. Furniture storage - Weekly charge for full storage cost for new applicants; no charge made for removal, as this likely to be beyond most household's abilities to pay at a time when they are facing homelessness.							Shellian Campbell		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
98a. Furniture storage							Shellian Campbell			Statutory Discretionary	
Weekly charge for full storage cost for new applicants; no charge is made for removal, as this likely to be beyond most household's abilities to pay at a time when they are facing homelessness.	45.00		45.00	45.00		45.00	Shellian Campbell	0%	S93 - Local Government Act 2003 / Localism Act 2011	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
99. PAP Units							Shellian Campbell			Local Housing Allowance	Statutory Discretionary
Weekly rents are based on 2021/22 Local Housing Allowance (LHA) rates based on the property size and location, plus £45 for							Shellian Campbell			Local Housing Allowance	Statutory Discretionary
Harrow							Shellian Campbell				
Apartment 1 bed	275.14		275.14	275.14		275.14	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
Apartment 2 bed	332.67		332.67	332.67		332.67	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
Apartment 3 bed	401.71		401.71	401.71		401.71	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
Apartment 4 bed	470.75		470.75	470.75		470.75	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
House 2 bed	332.67		332.67	332.67		332.67	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
House 3 bed	401.71		401.71	401.71		401.71	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
House 4 bed	470.75		470.75	470.75		470.75	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
Aylesbury							Shellian Campbell				
Apartment 1 bed	200.34		200.34	200.34		200.34	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
Apartment 2 bed	229.11		229.11	229.11		229.11	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
Apartment 3 bed	286.64		286.64	286.64		286.64	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
Apartment 4 bed	367.19		367.19	367.19		367.19	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
House 2 bed	229.11		229.11	229.11		229.11	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
House 3 bed	286.64		286.64	286.64		286.64	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
House 4 bed	367.19		367.19	367.19		367.19	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
Watford							Shellian Campbell				
Apartment 1 bed	229.11		229.11	229.11		229.11	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
Apartment 2 bed	275.14		275.14	275.14		275.14	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
Apartment 3 bed	344.18		344.18	344.18		344.18	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
Apartment 4 bed	436.23		436.23	436.23		436.23	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
House 2 bed	275.14		275.14	275.14		275.14	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
House 3 bed	344.18		344.18	344.18		344.18	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
House 4 bed	436.23		436.23	436.23		436.23	Shellian Campbell	0%	s24 Housing Act 1985	Statutory Discretionary	
100. Home Improvement Agency ("HIA") Fee structure							Shellian Campbell				
(a) Jobs designed and supervised, % charged on the cost of all works.	21%		21%	21%		21%	Faithlyn Isaacs	0%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
b) Jobs where no design works required, e.g. Stairlift, minor adaptation etc. but still arranged and supervised, % charged on the cost of all works	21%		21%	21%		21%	Faithlyn Isaacs	0%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
c) Jobs where external Architect/Surveyor appointed, % charged on the cost of all works	21%		21%	21%		21%	Faithlyn Isaacs	0%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
101. Council Adaptations (Housing Revenue Account)							Faithlyn Isaacs			Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters e.g. consideration of rental value of land for allotments	Discretionary
Jobs designed and supervised, % charged on the cost of all works.	21%		0.21	21%		21%	Faithlyn Isaacs	0%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
b) Jobs where no design works required, e.g. Stairlift, minor adaptation etc. but still arranged and supervised, % charged on the cost of all works	21%		0.21	21%		21%	Faithlyn Isaacs	0%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
c) Jobs where external Architect/Surveyor appointed, % charged on the cost of all works	21%		0.21	21%		21%	Faithlyn Isaacs	0%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
102. Environmental Information							Dalton Cenac				
To supply environmental information relating to property searches - Charge is per location or address	42.80		42.80	45.80		45.80	Dalton Cenac	7%	Regulation 8, Environmental Information Regulations 2004	Statutory Discretionary	
To supply environmental information including information relating to rights of way: Bridleway, Byway, Footpath	42.80		42.80	45.80		45.80	Dalton Cenac	7%	Regulation 8, Environmental Information Regulations 2004	Statutory Discretionary	
To supply environmental information including information relating to traffic scheme	42.80		42.80	45.80		45.80	Dalton Cenac	7%	Regulation 8, Environmental Information Regulations 2004	Statutory Discretionary	
Plan copies (per copy)	13.60		13.60	14.60		14.60	Dalton Cenac	7%	Regulation 8, Environmental Information Regulations 2004	Statutory Discretionary	
103. Meals on Wheels (per meal)							Adam Smith				
Harrow Social Services uses - Kosher meal (hot or frozen)	12.00		12.00	Discontinued		Discontinued	Adam Smith		Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Private customers - Standard / Caribbean/ Asian meal (hot)	8.75	1.75	10.50	Discontinued		Discontinued	Adam Smith		Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Private customers - Standard / Caribbean/Asian meal (frozen)	7.60		7.60	Discontinued		Discontinued	Adam Smith		Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Private customers - Kosher meal (hot)	12.83	2.57	15.40	Discontinued		Discontinued	Adam Smith		Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Private customers - Kosher meal (frozen)	12.80		12.80	Discontinued		Discontinued	Adam Smith		Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Private customers - Hot starter/dessert	3.29	0.66	3.95	Discontinued		Discontinued	Adam Smith		Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Private customers - cold starter/salad/dessert	3.50		3.50	Discontinued		Discontinued	Adam Smith		Civic Restaurants Act 1947 Section 3	Statutory Discretionary	
Private customer - outside borough delivery charge within 15 miles of boundary (note vat payable on all prices above for out of borough customers)	4.75	0.95	5.70	Discontinued		Discontinued	Adam Smith		Civic Restaurants Act 1947 Section 3	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Meal deals and ad hoc arrangements (POA)	POA		POA	Discontinued			Adam Smith				
Provision of meals to a local authority (note supplementary charges apply to cultural, special dietary and kosher meals plus increased mileage if not neighbouring LA):							Adam Smith				
104. Driver assessments							Mohammed Hafeez				
(The making of assessments falls under the definition of examination services and so will be exempt from VAT because the council is an eligible body for the supply of education or vocational training VAT Act 1994 Schedule 9 Group 6.)							Mohammed Hafeez				
External businesses (per session)	75.90		75.90	81.00		81.00	Mohammed Hafeez	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Schools and Internal services (per session)	55.30		55.30	59.00		59.00	Mohammed Hafeez	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
105. Driver Certificate of Professional Competence (CPC) Training							Mohammed Hafeez			Discretionary	
(The supply of vocational training by the Council will be exempt from VAT under VAT Act 1994 Schedule 9 Group 6.)							Mohammed Hafeez			Discretionary	
Standard Price (per day;7 hour a day)	96.90		96.90	104.00		104.00	Mohammed Hafeez	7%	S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
106. Car Valeting and Other Services							Mohammed Hafeez				
Car Valeting Service at Depot site	11.25	2.25	13.50	Discontinued			Mohammed Hafeez		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Car Valeting Service at Depot site with collection and return from civic centre	16.00	3.20	19.20	Discontinued			Mohammed Hafeez		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Winter Check	11.25	2.25	13.50	Discontinued			Mohammed Hafeez		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
Coach minibus hire - dependent on size, route and hours required	POA		POA	POA		POA	Mohammed Hafeez		S93 - Local Government Act 2003 / Localism Act 2011	Discretionary	
107.(NOT USED)							Mohammed Hafeez				
109. Street Trading							Emma Phasey				
Licence Administration fee (Applicable to all Licensing types, including variations and cancellations)	50.00		50.00	50.00		50.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Standalone street trading unit licence (e.g. stall)							Emma Phasey				
Up to 7 days (per trader)	21.00		21.00	21.00		21.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Up to 2 months (per trader)	206.00		206.00	206.00		206.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
2 to 6 months (per trader)	458.00		458.00	458.00		458.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
7 to 12 months (per trader)	633.00		633.00	633.00		633.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Market on the footway only	1,491.00		1,491.00	1,491.00		1,491.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Front of Shop Displays (connected with business)- based on a standard single shop front							Emma Phasey		S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
6 Month Licence	312.00		312.00	312.00		312.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
1 Year Licence (15% discount)	541.00		541.00	541.00		541.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
109a. Contaminated land							Emma Phasey				Non Executive Licensing - Council Approval Required
Contaminated land enquiry	Not Applicable			41.67	8.33	50.00	Emma Phasey	NEW	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
110. Professional Advice							Ian Slaney				
(a) Minor Construction Works (Sustainable Drainage). Provision of advice to customer or representative regarding surface water attenuation requirements, flood risk mitigation and resilience, sustainable drainage systems							Dalton Cenac		Section 93 - Local Government Act and Localism Act 2011	Discretionary	
On site meeting (max 2 hr)	136.70		136.70	146.30		146.30	Dalton Cenac	7%	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
(b) Developments (Traffic & Transportation). Provision of advice to developer or representative in connection with the design of development proposals. Can be meeting or time spent undertaking an assessment							Dalton Cenac		Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Traffic Team Leader	159.10		159.10	170.20		170.20	Dalton Cenac	7%	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Traffic Deputy Team Leader	137.50		137.50	147.10		147.10	Dalton Cenac	7%	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Traffic Engineer	125.00		125.00	133.80		133.80	Dalton Cenac	7%	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Traffic Technician	100.20		100.20	107.20		107.20	Dalton Cenac	7%	Section 93 - Local Government Act and Localism Act 2011	Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
(c) Developments (Sustainable Drainage & Flood Relief). Provision of advice to developer or representative in connection with the design of development proposals. Can be meeting or time spent undertaking an assessment or providing technical information		0.20			0.20		Dalton Cenac		Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Drainage Team Leader	159.10		159.10	170.20		170.20	Dalton Cenac	7%	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Drainage Deputy Team Leader	137.50		137.50	147.10		147.10	Dalton Cenac	7%	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Drainage Engineer	125.00		125.00	133.80		133.80	Dalton Cenac	7%	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Drainage Technician/ Arboriculture Officer	100.20		100.20	107.20		107.20	Dalton Cenac	7%	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
(d) Street Works and Network Management							Ian Slaney				
Hourly rate Team Leader	159.10		159.10	170.20		170.20	Ian Slaney	7%	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Deputy Team Leader	137.50		137.50	147.10		147.10	Ian Slaney	7%	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Engineer	125.00		125.00	133.80		133.80	Ian Slaney	7%	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Hourly rate Technician	100.20		100.20	107.20		107.20	Ian Slaney	7%	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
111. Gardening/Grounds Service							Mohammed Hafeez				
(a) Mow Lawn, pruning trees and shrubs, trim hedges, weeding and digging of beds, winter maintenance: price per labour hour	59.92	11.98	71.90	Discontinued			Mohammed Hafeez		Section 93 - Local Government Act and Localism Act 2011	Discretionary	
(b) small rockery (1 day)	390.50	78.10	468.60	Discontinued			Mohammed Hafeez		Section 93 - Local Government Act and Localism Act 2011	Discretionary	
(c) Tree work	POA		POA	POA		POA	Mohammed Hafeez		Section 93 - Local Government Act and Localism Act 2011	Discretionary	
(d) Patio laying (POA, estimate based on 4mX2m basic slabs where ground currently laid to lawn and flat)	896.92	179.38	1,076.30	Discontinued			Mohammed Hafeez		Section 93 - Local Government Act and Localism Act 2011	Discretionary	
(e) Other domestic general repair & maintenance services per hour	59.92	11.98	71.90	64.17	12.83	77.00	Mohammed Hafeez	7%	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
112. Advertising fees							Toye Ogunleye				
(a) Roundabouts							Toye Ogunleye				
Annual contracts	3,688.83	737.77	4,426.60	Discontinued			Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
(b) Banners							Toye Ogunleye				
Banners on vehicles - per vehicle, 6 weeks	174.17	34.83	209.00	Discontinued			Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
Advertising on panels on side/top of council vehicle - initial 3 months	1,390.42	278.08	1,668.50	Discontinued			Toye Ogunleye		S 115F, Highways Act 1980		
Advertising on panels on side/top of council vehicle - amendment to advert (3 month duration)	1,390.42	278.08	1,668.50	Discontinued			Toye Ogunleye		S 115F, Highways Act 1980	Statutory discretionary	
Advertising on panels on side/top of council vehicle - additional months, no change to advert	463.50	92.70	556.20	Discontinued			Toye Ogunleye		S 115F, Highways Act 1980	Statutory discretionary	
Production of banners (Maximum 2 banners)	192.83	38.57	231.40	Discontinued			Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
Banners - Highways application, non Council subsoil	23.10		23.10	Discontinued			Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
Banners - Highways application, Council subsoil	34.90		34.90	Discontinued			Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
Highways Banner safety check (per 2 weeks)	34.67	6.93	41.60	Discontinued			Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
Weekly Advertising fee (Maximum 2 banners), inclusive of installation and removal of banners	63.67	12.73	76.40	Discontinued			Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
6 weeks campaign EXCLUDING printing, application and removal on council assets (excluding vehicles) (Maximum 2 banners)	212.58	42.52	255.10	Discontinued			Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
Concession for Educational institutions = 50% discount							Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
Concession for non Educational Institutions that are charities or community groups = 60% discount							Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
Banners at least 50% smaller than standard size = 50% discount							Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
(c) Benches							Toye Ogunleye				
Admin for own artwork (to comply to standard)	26.50	5.30	31.80	Discontinued			Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
Artwork design	POA		POA	Discontinued			Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
Advertising per week	91.75	18.35	110.10	Discontinued			Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
- 13 weeks (10% discount)	1,072.08	214.42	1,286.50	Discontinued			Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
- additional 13 weeks (5% discount on 13 weeks)	1,018.67	203.73	1,222.40	Discontinued			Toye Ogunleye		S 115F, Highways Act 980	Statutory discretionary	
113. Handyperson Service							Mohammed Hafeez				
Charge per labour hour (min 1 hr)	39.08	7.82	46.90	Discontinued			Mohammed Hafeez		Section 93 - Local Government Act and Localism Act 2011	Discretionary	
Premium Service (one off additional charge)	26.00	5.20	31.20	Discontinued			Mohammed Hafeez		Section 93 - Local Government Act and Localism Act 2011	Discretionary	

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	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
114. (NOT USED)							Mohammed Hafeez				
115. Events catering/Hospitality Service/School Meals							Adam Smith				
Food (current prices listed on website or available on request)	market rate		market rate	market rate		market rate	Adam Smith	n/a	Civic Restaurants Act 1947 Section 3	Statutory discretionary	
Drinks (current prices listed on website or available on request)	market rate		market rate	market rate		market rate	Adam Smith	n/a	Civic Restaurants Act 1947 Section 3	Statutory discretionary	
Hire of Marquee/Equipment/furniture/sundries	POA		POA	POA		POA	Adam Smith	n/a	Section 93 - Local Government Act and Localism Act 2011	Discretionary	
117. Libraries							Tim Bryan				
a) Audio Visual Service							Tim Bryan				
<i>Standard rated</i>							Tim Bryan				
Compact Disc (CD)	1.29	0.26	1.55	1.38	0.28	1.66	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
CD Boxsets	2.46	0.49	2.95	2.63	0.53	3.16	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Adult DVD	2.46	0.49	2.95	2.63	0.53	3.16	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Children's DVD	1.56	0.30	1.86	1.69	0.30	1.99	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Family Feature DVD	2.46	0.49	2.95	2.63	0.53	3.16	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Educational DVD	1.55	0.30	1.85	1.68	0.30	1.98	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Language Course (Short)	2.08	0.42	2.50	2.23	0.45	2.68	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Language Course (Long)	2.08	0.42	2.50	2.23	0.45	2.68	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Audio Book Cassette (Abridged)	0.92	0.18	1.10	0.98	0.20	1.18	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Audio Book Cassette (Unabridged)	0.92	0.18	1.10	0.98	0.20	1.18	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Audio Book on CS/ Digital	1.67	0.33	2.00	1.78	0.36	2.14	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
b) Printing & Copying Service							Tim Bryan				
<i>Standard rated</i>							Tim Bryan				
Black & White A4 (Per Side)	0.21	0.04	0.25	0.23	0.04	0.27	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Black & White A3 (Per Side)	0.42	0.08	0.50	0.45	0.09	0.54	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Colour A4 (Per Side)	0.50	0.10	0.60	0.53	0.11	0.64	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Colour A3 (Per Side)	0.92	0.18	1.10	0.98	0.20	1.18	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
c) Reservations Service							Tim Bryan				
<i>Outside the scope of VAT (remove this line)</i>							Tim Bryan				
Items not available locally but available via the London Libraries Consortium or specific stock purchase is required	0.00	0.00	0.00	0.00	0.00	0.00	Tim Bryan	n/a	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Items Not Available Locally	5.60	0.00	5.60	6.00	0.00	6.00	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
British Library Requests	20.40	0.00	20.40	21.90	0.00	21.90	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Copy of Journals or Periodicals	9.00	0.00	9.00	9.60	0.00	9.60	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Music Scores in stock within Harrow	19.10	0.00	19.10	20.40	0.00	20.40	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Music Scores via Inter-Library loan - price per box	29.50	0.00	29.50	31.50	0.00	31.50	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
d) Replacement Library Cards							Tim Bryan				
<i>Outside the scope of VAT</i>							Tim Bryan				
Adult Library Card	2.85	0.00	2.85	3.05	0.00	3.05	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Children's Library Card	1.25	0.00	1.25	1.35	0.00	1.35	Tim Bryan	8%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
e) Activities & Events							Tim Bryan				
<i>Standard rated</i>							Tim Bryan				
Film Club - Member	2.58	0.52	3.10	2.77	0.55	3.32	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Film Club - Non Member	4.12	0.83	4.95	4.42	0.88	5.30	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
VAT Exempt (provided Educational)							Tim Bryan				
Craft Activities (Adult) - Member	1.85	0.00	1.85	1.98	0.00	1.98	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
		0.20			0.20						
	£	£	£	£	£	£					
Craft Activities (Adult) - Non Member	2.50	0.00	2.50	2.68	0.00	2.68	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Author Talks - Member	1.90	0.00	1.90	2.03	0.00	2.03	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Author Talks - Non Member	3.85	0.00	3.85	4.12	0.00	4.12	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Local History Talks - Member	3.85	0.00	3.85	4.12	0.00	4.12	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Local History Talks - Non Member	6.25	0.00	6.25	6.69	0.00	6.69	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Specialist Talks	Variable			Variable			Tim Bryan	n/a	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
LEGO Clubs & Holiday Sessions - Member	3.15	0.00	3.15	3.37	0.00	3.37	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
LEGO Clubs & Holiday Sessions - Non Member	5.10	0.00	5.10	5.46	0.00	5.46	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
LEGO Parties	123.00	0.00	123.00	131.61	0.00	131.61	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Class Visits	123.00	0.00	123.00	131.61	0.00	131.61	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
f) Room Hire Charges							Tim Bryan				
<i>VAT Exempt</i>							Tim Bryan				
Stanmore, Wealdstone & School Library meeting room							Tim Bryan				
Room Hire Per Hour (Business)	39.20	0.00	39.20	41.95	0.00	41.95	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (General)	27.30	0.00	27.30	29.20	0.00	29.20	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (Concessions - charitable organisations and community groups)	13.40	0.00	13.40	14.35	0.00	14.35	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (Outside of Library Opening Hours)	54.80	0.00	54.80	58.65	0.00	58.65	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Large meeting room at Greenhill Library & Stanmore Studio							Tim Bryan				
Room Hire Per Hour (Business)	45.00	0.00	45.00	48.15	0.00	48.15	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (General)	32.50	0.00	32.50	34.75	0.00	34.75	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (Concessions - charitable organisations and community groups) - NEW	16.20	0.00	16.20	17.35	0.00	17.35	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Room Hire Per Hour (Outside of Library Opening Hours)	62.00	0.00	62.00	66.35	0.00	66.35	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
g) Overdue Item							Tim Bryan				
<i>Outside the scope of VAT</i>							Tim Bryan				
Books (Adult Member)	0.30	0.00	0.30	0.32	0.00	0.32	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Books (Child Member)	0.00	0.00	0.00	0.00	0.00	0.00	Tim Bryan	0%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Books (Concessions)	0.20	0.00	0.20	0.21	0.00	0.21	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Large Print Books	0.30	0.00	0.30	0.32	0.00	0.32	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
CDs	0.30	0.00	0.30	0.32	0.00	0.32	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Audio Books (Adult)	0.30	0.00	0.30	0.32	0.00	0.32	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Audio Books (Child)	0.00	0.00	0.00	0.00	0.00	0.00	Tim Bryan	0%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
DVD (Adult)	1.20	0.00	1.20	1.28	0.00	1.28	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
DVD (Child)	0.80	0.00	0.80	0.86	0.00	0.86	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
DVD (Concessions)	0.80	0.00	0.80	0.86	0.00	0.86	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
h) Use of Public Printing and Scanning Facilities							Tim Bryan				
Public Network Computer:							Tim Bryan		Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
First Two Hours	0.00	0.00	0.00	0.00	0.00	0.00	Tim Bryan	0%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
After 2 Hours: Hourly Charge	2.42	0.48	2.90	2.58	0.52	3.10	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
After 2 Hours: Hourly Charge (Concessions)	1.42	0.28	1.70	1.50	0.30	1.80	Tim Bryan	6%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	

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	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
Use of Scanning Facilities (Flatbed or Multifunctional Device) per sessi	0.92	0.18	1.10	0.96	0.19	1.15	Tim Bryan	4%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
i. Exhibition Space Hire Charges (New)							Tim Bryan				
Hire of Exhibition Space for 2 weeks at Greenhill, Stanmore, and Wealdstone Libraries (Hirer has own Public Liability Insurance)	40.83	8.17	49.00	43.71	8.74	52.45	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
Hire of Exhibition Space for 2 weeks at Greenhill, Stanmore, and Wealdstone Libraries (Hirer requires Public Liability Insurance)	44.58	8.92	53.50	47.71	9.54	57.25	Tim Bryan	7%	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	Statutory discretionary	
118. Electric Vehicle Charging Points							Dalton Cenac				
Electric Vehicle Charging points - charging rate - per kw	0.17	0.03	0.20	0.17	0.04	0.21	Dalton Cenac	7%			
Unlocking fee (to access EV charge point)	1.42	0.28	1.70	1.52	0.30	1.82	Dalton Cenac	7%			
119. Miscellaneous Planning Charges							Viv Evans				
a. Harrow Unitary Development Plan (outside scope of VAT)							Viv Evans				
Industrial Estates - List of companies	7.30		7.30	7.80		7.80	Viv Evans	7%	Section 93 Local Government Act 2003	Discretionary	
Large Employers Listing	7.30		7.30	7.80		7.80	Viv Evans	7%	Section 93 Local Government Act 2003	Discretionary	
Housing Monitoring Schedules (Yearly)	39.50		39.50	42.30		42.30	Viv Evans	7%	Section 93 Local Government Act 2003	Discretionary	
b. Planning Development Documents(outside scope of VAT)							Viv Evans				
Core Strategy	64.90		64.90	69.40		69.40	Viv Evans	7%	Section 93 Local Government Act 2003	Discretionary	
Inspectors Report on Core Strategy	64.90		64.90	69.40		69.40	Viv Evans	7%	Section 93 Local Government Act 2003	Discretionary	
Site allocations DPD	64.90		64.90	69.40		69.40	Viv Evans	7%	Section 93 Local Government Act 2003	Discretionary	
AAP	64.90		64.90	69.40		69.40	Viv Evans	7%	Section 93 Local Government Act 2003	Discretionary	
DM Policies/DPD	64.90		64.90	69.40		69.40	Viv Evans	7%	Section 93 Local Government Act 2003	Discretionary	
AMR	64.90		64.90	69.40		69.40	Viv Evans	7%	Section 93 Local Government Act 2003	Discretionary	
SPD Residential Development Guide	25.50		25.50	27.30		27.30	Viv Evans	7%	Section 93 Local Government Act 2003	Discretionary	
planning Enforcement Certificate of Compliance	289.00	57.80	346.80	309.25	61.85	371.10	Viv Evans	7%	Section 93 Local Government Act 2003	Discretionary	
120. Building Control							Adam Bailey				
(A). Additional discretionary charges							Adam Bailey				
Charge for Demolitions Processing, inspecting the site, and issuing a counter notice, when a Demolition Notice is submitted to the Building Control Service. (outside scope of VAT)	194.70		194.70	200.00		200.00	Adam Bailey	3%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Resurrection charge - written request to resurrect a file that has not had a site visit of more than 5 years.	98.28	19.66	117.94	105.17	21.03	126.20	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Buildings exempt under classes 1 to 7 of Schedule 2 of building regulations 2012 To check the details of the proposals and to issue a written confirmation that the work is either exempt or requires a building regulation application to be submitted.	98.28	19.66	117.94	105.17	21.03	126.20	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(B). Erection or conversion of small residential dwellings (Newly Constructed Dwellings, Full Plans Application)							Adam Bailey				
Plan charges (Number relates to number of dwellings)							Adam Bailey				
1	491.42	98.28	589.70	525.83	105.17	631.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
2	589.67	117.93	707.60	630.92	126.18	757.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
3	687.92	137.58	825.50	736.08	147.22	883.30	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
4	786.25	157.25	943.50	841.25	168.25	1,009.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
5	884.50	176.90	1,061.40	946.42	189.28	1,135.70	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
6	982.83	196.57	1,179.40	1,051.67	210.33	1,262.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
7	1,081.08	216.22	1,297.30	1,156.75	231.35	1,388.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
8	1,179.33	235.87	1,415.20	1,261.92	252.38	1,514.30	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
9	1,277.67	255.53	1,533.20	1,367.08	273.42	1,640.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
10	1,375.92	275.18	1,651.10	1,472.25	294.45	1,766.70	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Inspection charges (Number relates to number of dwellings)							Adam Bailey				
1	638.75	127.75	766.50	683.50	136.70	820.20	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
2	786.25	157.25	943.50	841.25	168.25	1,009.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
3	933.67	186.73	1,120.40	999.00	199.80	1,198.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
4	1,081.08	216.22	1,297.30	1,156.75	231.35	1,388.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
5	1,228.50	245.70	1,474.20	1,314.50	262.90	1,577.40	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
6	1,375.92	275.18	1,651.10	1,472.25	294.45	1,766.70	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
7	1,523.33	304.67	1,828.00	1,630.00	326.00	1,956.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
8	1,670.75	334.15	2,004.90	1,787.67	357.53	2,145.20	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
9	1,818.17	363.63	2,181.80	1,945.42	389.08	2,334.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
10	1,965.58	393.12	2,358.70	2,103.17	420.63	2,523.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(C).Erection or conversion of small residential dwellings (Newly Constructed Dwellings, Building Notice Application)							Adam Bailey				
Building Notice charges (Number relates to number of dwellings)							Adam Bailey				
1	1,130.17	226.03	1,356.20	1,209.25	241.85	1,451.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
2	1,375.92	275.18	1,651.10	1,472.25	294.45	1,766.70	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
3	1,621.58	324.32	1,945.90	1,735.08	347.02	2,082.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
4	1,867.33	373.47	2,240.80	1,998.08	399.62	2,397.70	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
5	2,113.00	422.60	2,535.60	2,260.92	452.18	2,713.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
6	2,358.75	471.75	2,830.50	2,523.83	504.77	3,028.60	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
7	2,604.42	520.88	3,125.30	2,786.75	557.35	3,344.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
8	2,850.08	570.02	3,420.10	3,049.58	609.92	3,659.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
9	3,095.75	619.15	3,714.90	3,312.42	662.48	3,974.90	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
10	3,341.50	668.30	4,009.80	3,575.42	715.08	4,290.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(D). Erection or conversion of small residential dwellings (Conversion of dwellings into flats; including HMOs, Full Plans Application)							Adam Bailey				
Plan charges (Number relates to number of flats created)							Adam Bailey				
1-2	393.17	78.63	471.80	420.67	84.13	504.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Each individual flat	98.25	19.65	117.90	105.17	21.03	126.20	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Inspection charges (Number relates to number of flats created)							Adam Bailey				
1-2	294.83	58.97	353.80	315.50	63.10	378.60	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Each individual flat	147.42	29.48	176.90	157.75	31.55	189.30	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(E). Erection or conversion of small residential dwellings (Conversion of dwellings into flats; including HMOs, Building Notice Application)							Adam Bailey				
1-2	687.92	137.58	825.50	736.08	147.22	883.30	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Each individual flat	245.75	49.15	294.90	262.92	52.58	315.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(F). Domestic Extensions & Alterations to a single dwelling Single storey and two storey extensions no basement (Full plans application, Plan & Inspection charges)							Adam Bailey				
Extension with floor area not exceeding 10m2	540.50	108.10	648.60	578.33	115.67	694.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Extension with floor area exceeding 10m2 but not exceeding 40m2	737.17	147.43	884.60	788.75	157.75	946.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(G). Domestic Extensions & Alterations to a single dwelling Single storey and two storey extensions no basement (Full plans application, Plan charges)							Adam Bailey				
Extension with floor exceeding 40m2 but not exceeding 60m2	393.17	78.63	471.80	420.67	84.13	504.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Extension with floor exceeding 60m2 but not exceeding 100m2	491.42	98.28	589.70	525.83	105.17	631.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Inspection Charges:							Adam Bailey				
Extension with floor exceeding 40m2 but not exceeding 60m2	540.50	108.10	648.60	578.33	115.67	694.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
Extension with floor exceeding 60m2 but not exceeding 100m2	638.75	127.75	766.50	683.50	136.70	820.20	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(H). Domestic Extensions & Alterations to a single dwelling Single storey and two storey extensions (no basement) (Building Notice application)							Adam Bailey				
Extension with floor area not exceeding 10m2	540.50	108.10	648.60	578.33	115.67	694.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Extension with floor area exceeding 10m2 but not exceeding 40m2	737.17	147.43	884.60	788.75	157.75	946.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Extension with floor exceeding 40m2 but not exceeding 60m2	933.67	186.73	1,120.40	999.00	199.80	1,198.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Extension with floor exceeding 60m2 but not exceeding 100m2	1,130.17	226.03	1,356.20	1,209.25	241.85	1,451.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(I) . Domestic Extensions & Alterations to a single dwelling Loft conversions (floor area up to 60m2)							Adam Bailey				
Plan & Inspection Charge	687.92	137.58	825.50	736.08	147.22	883.30	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Building Notice charge	687.92	137.58	825.50	736.08	147.22	883.30	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(J) . Domestic Extensions & Alterations to a single dwelling Garage and Car Ports							Adam Bailey				
Erection of non-exempt detached garage or carport up to 60m2							Adam Bailey				
Plan & Inspection Charge	589.67	117.93	707.60	630.92	126.18	757.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Building Notice charge	589.67	117.93	707.60	630.92	126.18	757.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Extension to create a garage or car port up to 60m2							Adam Bailey				
Plan & Inspection Charge	589.67	117.93	707.60	630.92	126.18	757.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Building Notice charge	589.67	117.93	707.60	630.92	126.18	757.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(k). Domestic Extensions & Alterations to a single dwelling Other							Adam Bailey				
Conversion of a garage to a habitable room(s) up to 60m2							Adam Bailey				
Plan & Inspection Charge	404.17	80.83	485.00	433.33	86.67	520.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Building Notice charge	404.17	80.83	485.00	433.33	86.67	520.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(l) . Domestic Alterations to a single dwelling (General Alterations)							Adam Bailey				
Full Plan Applications (Plan & inspection charges)							Adam Bailey				
Underpinning (up to 10m in length)	491.42	98.28	589.70	525.83	105.17	631.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Re-roofing/renovation of a thermal element (fixed price)	245.75	49.15	294.90	262.92	52.58	315.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Building Notice Application							Adam Bailey				
Underpinning (up to 10m in length)	491.42	98.28	589.70	525.83	105.17	631.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Re-roofing/renovation of a thermal element (fixed price)	245.75	49.15	294.90	262.92	52.58	315.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(M). Domestic Alterations to a single dwelling (Internal Alterations) Internal alterations/installation of fittings (not electrical) and/or structural alterations							Adam Bailey				
Estimated cost of work less than or equal to £5,000							Adam Bailey				
Full Plan Applications (Plan & inspection charges)	252.67	50.53	303.20	270.34	54.07	324.40	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Building Notice charge	252.67	50.53	303.20	270.34	54.07	324.40	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Estimated cost of work greater than £5,000 but less than or equal to £25,000							Adam Bailey				
Full Plan Applications (Plan & inspection charges)	393.17	78.63	471.80	420.67	84.13	504.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Building Notice charge	393.17	78.63	471.80	420.67	84.13	504.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
Estimated cost of work greater than £25,000 but less than or equal to £50,000		0.20			0.20		Adam Bailey				
Full Plan application (plan charge)	344.00	68.80	412.80	368.08	73.62	441.70	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Full Plan application (inspection charge)	344.00	68.80	412.80	368.08	73.62	441.70	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Building Notice charge	687.92	137.58	825.50	736.08	147.22	883.30	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Estimated cost of work greater than £50,000 but less than or equal to £75,000							Adam Bailey				
Full Plan application (plan charge)	491.42	98.28	589.70	525.83	105.17	631.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Full Plan application (inspection charge)	589.67	117.93	707.60	630.92	126.18	757.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Building Notice charge	1,081.08	216.22	1,297.30	1,156.75	231.35	1,388.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(N). Domestic Alterations to a single dwelling (Replacement Windows) Window replacement (non competent person)							Adam Bailey				
Per installation up to 10 windows							Adam Bailey				
Full Plan Application(Plan & inspection charges)	196.50	39.30	235.80	210.25	42.05	252.30	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Building Notice charge	196.50	39.30	235.80	210.25	42.05	252.30	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Per installation between 11 and 25 windows							Adam Bailey				
Full Plan Application(Plan & inspection charges)	245.75	49.15	294.90	262.92	52.58	315.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Building Notice charge	245.75	49.15	294.90	262.92	52.58	315.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(O). Domestic Alterations to a single dwelling (Electrical work) Notifiable electrical work (non competent person)							Adam Bailey				
Any electrical work other than re-wiring a dwelling.							Adam Bailey				
Full Plan Application(Plan & inspection charges)	393.17	78.63	471.80	420.67	84.13	504.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Building Notice charge	393.17	78.63	471.80	420.67	84.13	504.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Re-wiring or new installation in a dwelling							Adam Bailey				
Full Plan application (plan charge)	147.42	29.48	176.90	157.75	31.55	189.30	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Full Plan application (inspection charge)	294.83	58.97	353.80	315.50	63.10	378.60	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Building Notice charge	442.25	88.45	530.70	473.17	94.63	567.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(P). Non Domestic Work - Extensions and new build (Full plans Application)							Adam Bailey				
Floor area not exceeding 10m2							Adam Bailey				
Full Plan Application(Plan & inspection charges)	540.50	108.10	648.60	578.33	115.67	694.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	702.70		702.70	751.90		751.90	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Floor area exceeding 10m2 but not exceeding 40m2							Adam Bailey				
Plan charge	294.83	58.97	353.80	315.50	63.10	378.60	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Inspection charge	491.42	98.28	589.70	525.83	105.17	631.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	1,022.10		1,022.10	1,093.60		1,093.60	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Floor area exceeding 40m2 but not exceeding 60m2							Adam Bailey				
Plan charge	393.17	78.63	471.80	420.67	84.13	504.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Inspection charge	638.75	127.75	766.50	683.50	136.70	820.20	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	1,341.60		1,341.60	1,435.50		1,435.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Floor area exceeding 60m2 but not exceeding 100m2							Adam Bailey				

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Plan charge	491.42	98.28	589.70	525.83	105.17	631.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Inspection charge	786.25	157.25	943.50	841.25	168.25	1,009.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	1,661.00		1,661.00	1,777.30		1,777.30	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Floor area exceeding 100m2 but not exceeding 200m2							Adam Bailey				
Plan charge	589.67	117.93	707.60	630.92	126.18	757.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Inspection charge	1,081.08	216.22	1,297.30	1,156.75	231.35	1,388.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	2,172.00		2,172.00	2,324.00		2,324.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(Q).Non Domestic Work - Non Domestic work alterations (underpinning)							Adam Bailey				
Up to 10m in length							Adam Bailey				
Plan & inspection charge	491.42	98.28	589.70	525.83	105.17	631.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	638.80		638.80	683.50		683.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(R) Non Domestic Work - Non Domestic work alterations (Replacement windows (non competent person scheme) including shop fronts)							Adam Bailey				
Per installation up to 10 windows							Adam Bailey				
Plan & inspection charge	196.50	39.30	235.80	210.25	42.05	252.30	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	255.50		255.50	273.40		273.40	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Per installation between 11 and 25 windows							Adam Bailey				
Plan & inspection charge	245.75	49.15	294.90	262.92	52.58	315.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	319.40		319.40	341.80		341.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(S). Non Domestic Work - Non Domestic work alterations (Renovation of a thermal element)							Adam Bailey				
Estimated cost up to £50,000							Adam Bailey				
Plan & inspection charge	638.75	127.75	766.50	683.50	136.70	820.20	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	830.40		830.40	888.50		888.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Estimated cost between £50,000 and £100,000							Adam Bailey				
Plan charge	393.17	78.63	471.80	420.67	84.13	504.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Inspection charge	589.67	117.93	707.60	630.92	126.18	757.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	1,277.70		1,277.70	1,367.10		1,367.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(T).Non Domestic Work - Non Domestic work alterations (Alterations not described elsewhere including structural alterations and installation of controlled fittings)							Adam Bailey				
Estimated cost of work less than or equal to £5,000							Adam Bailey				
Plan & inspection charge	294.83	58.97	353.80	315.50	63.10	378.60	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	383.30		383.30	410.10		410.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Estimated cost of work greater than £5,000 but less than or equal to £25,000							Adam Bailey				
Plan & inspection charge	491.42	98.28	589.70	525.83	105.17	631.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	638.80		638.80	683.50		683.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Estimated cost of work greater than £25,000 but less than or equal to £50,000							Adam Bailey				

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
Plan charge	344.00	68.80	412.80	368.08	73.62	441.70	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Inspection charge	393.17	78.63	471.80	420.67	84.13	504.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	958.20		958.20	1,025.30		1,025.30	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Estimated cost of work greater than £50,000 but less than or equal to £100,000							Adam Bailey				
Plan charge	491.42	98.28	589.70	525.83	105.17	631.00	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Inspection charge	589.67	117.93	707.60	630.92	126.18	757.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	1,405.40		1,405.40	1,503.80		1,503.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Estimated cost of work greater than £100,000 but less than or equal to £150,000							Adam Bailey				
Plan charge	589.67	117.93	707.60	630.92	126.18	757.10	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Inspection charge	737.17	147.43	884.60	788.75	157.75	946.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	1,724.80		1,724.80	1,845.50		1,845.50	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(U). Non Domestic Work - Non Domestic work alterations (Installation of a mezzanine floor up to 500m2)							Adam Bailey				
Fixed Price							Adam Bailey				
Plan charge	393.17	78.63	471.80	420.67	84.13	504.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Inspection charge	393.17	78.63	471.80	420.67	84.13	504.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	1,022.10		1,022.10	1,093.60		1,093.60	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
(V). Non Domestic Work - Non Domestic work alterations (Office or shop fit out)							Adam Bailey				
Floor area less than or equal to 500m2							Adam Bailey				
Plan charge	393.17	78.63	471.80	420.67	84.13	504.80	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Inspection charge	294.83	58.97	353.80	315.50	63.10	378.60	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
Regularisation charge	894.30		894.30	956.90		956.90	Adam Bailey	7%	Regulation 5, Building (Local Authority Charges) Regulations 2010/404	Statutory Discretionary	
121. Administration and Monitoring of Section 106 Agreements							David Hughes				
a. When a monetary contribution is included in the agreement (excluding Travel Plan and On-site BNG monitoring fees)	5% of the overall cost value of the agreement up to a maximum of £75,000 (excluding Travel Plan monitoring fees), with a minimum of £2,000	5% of the overall cost value of the agreement up to a maximum of £75,000 (excluding Travel Plan monitoring fees), with a minimum of £2,000	5% of the overall cost value of the agreement up to a maximum of £75,000 (excluding Travel Plan and BNG monitoring fees), with a minimum of £2,140	5% of the overall cost value of the agreement up to a maximum of £75,000 (excluding Travel Plan and BNG monitoring fees), with a minimum of £2,140	5% of the overall cost value of the agreement up to a maximum of £75,000 (excluding Travel Plan and BNG monitoring fees), with a minimum of £2,140	5% of the overall cost value of the agreement up to a maximum of £75,000 (excluding Travel Plan and BNG monitoring fees), with a minimum of £2,140	David Hughes	7%	s106, Town and Country Planning Act 1990	Statutory Discretionary	
b. When a non-monetary obligation is included in the agreement. Fee for each Heads of Terms. Minimum fee (for each Heads of Terms) is the stated amount (where 5% of any associated monetary contribution is below the minimum or where there is no monetary contribution) or 5% of the monetary contribution, which ever is the greater.	2,000.00		2,000.00	2,140.00		2,140.00	David Hughes	7%	s106, Town and Country Planning Act 1990	Statutory Discretionary	
c. When a Travel Plan obligation is included (monitoring fee)	6,250.00		6,250.00	6,250.00		6,250.00	David Hughes	0%	s106, Town and Country Planning Act 1990	Statutory Discretionary	
d. Where only an in-perpetuity obligation requiring no approval from the LPA (i.e. parking permit restriction obligation) is included in the agreement.	500.00		500.00	550.00		550.00	David Hughes	10%	s106, Town and Country Planning Act 1990	Statutory Discretionary	

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	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
e. Biodiversity net gain: i. for any contribution for offsetting (i.e. offsite) - 5% of contribution to the Council (for offsetting on Council land) or 5% of expected lifetime cost of offset delivery by another body (to offset on their land) or the developer (in establishing their own offset on another site).	Not Applicable			5% of any BNG offsetting contribution		5% of any BNG offsetting contribution	David Hughes	NEW	s106, Town and Country Planning Act 1990	Statutory Discretionary	
ii. on-site monitoring - major applications - based on 10 monitoring reports and allowance for any potential amendments (for up to 3 biodiversity units, including any compensation for losses). Additional 15% for each additional unit (or part thereof)	Not Applicable			9,000.00		9,000.00	David Hughes	NEW	s106, Town and Country Planning Act 1990	Statutory Discretionary	
"- minor applications - 60% of major applications	Not Applicable			5,400.00		5,400.00	David Hughes	NEW	s106, Town and Country Planning Act 1990	Statutory Discretionary	
122. Self-build and Custom Housebuilding							David Hughes				
Fee to be entered onto Part 1 of the Council's Self-build and Custom Housebuilding Register, or re-entry if entry has previously lapsed (per entry or individual if part of an association)	100.00		100.00	100.00		100.00	David Hughes	7%	Regulation 3, The Self-build and Custom Housebuilding (Time for Compliance and Fees) Regulations 2016	Statutory Discretionary	
Annual fee to be retained on Part 1 of the Council's Self-build and Custom Housebuilding Register (per entry or individual if part of an association)	50.00		50.00	50.00		50.00	David Hughes	7%	Regulation 3, The Self-build and Custom Housebuilding (Time for Compliance and Fees) Regulations 2016	Statutory Discretionary	
Fee to be entered onto Part 2 of the Council's Self-build and Custom Housebuilding Register (per entry or individual if part of an association)	50.00		50.00	50.00		50.00	David Hughes	7%	Regulation 3, The Self-build and Custom Housebuilding (Time for Compliance and Fees) Regulations 2016	Statutory Discretionary	
123. Pre-Application							Viv Evans				
a. Pre-Application Charges							Viv Evans				
S.93 of Local Government Act 2003							Viv Evans				
Category A - Strategic Development (150+ residential units 5,000 sm+) - Meeting	13,903.33	2,780.67	16,684.00	14,876.58	2,975.32	17,851.90	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category A - Strategic Development (150+ residential units 5,000 sm+) - Follow up meeting	6,951.75	1,390.35	8,342.10	7,438.33	1,487.67	8,926.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category B - Large Scale Development (25 to 149 units/2,000 sm to 4,999sm) - Meeting	9,268.92	1,853.78	11,122.70	9,917.75	1,983.55	11,901.30	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category B - Large Scale Development (25 to 149 units/2,000 sm to 4,999sm) - Follow up meeting	4,634.42	926.88	5,561.30	4,958.83	991.77	5,950.60	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category C - Major Development (10 to 24 units/1000 sm to 1999 sm) Meeting	5,787.83	1,157.57	6,945.40	7,119.00	1,423.80	8,542.80	Viv Evans	23%	Section 93 of the Local Government Act 2003	Discretionary	
Category C - Major Development (10 to 24 units/1000 sm to 1999 sm) Follow up meeting	2,894.33	578.87	3,473.20	3,560.00	712.00	4,272.00	Viv Evans	23%	Section 93 of the Local Government Act 2003	Discretionary	
Category D - Outline reserved matters major development - meeting	3,054.83	610.97	3,665.80	3,268.67	653.73	3,922.40	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category D - Outline reserved matters major development - Follow up meeting	1,471.25	294.25	1,765.50	1,574.25	314.85	1,889.10	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category E - Minor development 1 (5-9 units/ 100 sm to 999 sm) - Written response	1,627.33	325.47	1,952.80	2,262.00	452.40	2,714.40	Viv Evans	39%	Section 93 of the Local Government Act 2003	Discretionary	
Category E - Minor development 1 (5-9 units/ 100 sm to 999 sm) - Meeting	2,091.00	418.20	2,509.20	2,906.50	581.30	3,487.80	Viv Evans	39%	Section 93 of the Local Government Act 2003	Discretionary	
Category E - Minor development 1 (5-9 units/ 100 sm to 999 sm) - Follow up meeting	1,045.00	209.00	1,254.00	1,452.58	290.52	1,743.10	Viv Evans	39%	Section 93 of the Local Government Act 2003	Discretionary	
Category F - Minor development 2 (2-4 units/ <100sm) -Written response	1,163.67	232.73	1,396.40	1,861.83	372.37	2,234.20	Viv Evans	60%	Section 93 of the Local Government Act 2003	Discretionary	
Category F - Minor development 2 (2-4 units/ <100sm) -Meeting	1,503.33	300.67	1,804.00	2,405.33	481.07	2,886.40	Viv Evans	60%	Section 93 of the Local Government Act 2003	Discretionary	
Category F - Minor development 2 (2-4 units/ <100sm) - Follow up meeting	752.58	150.52	903.10	1,204.17	240.83	1,445.00	Viv Evans	60%	Section 93 of the Local Government Act 2003	Discretionary	
Category G - Minor development 3 (1 unit residential) -Written response	584.08	116.82	700.90	1,121.42	224.28	1,345.70	Viv Evans	92%	Section 93 of the Local Government Act 2003	Discretionary	
Category G - Minor development 3 (1 unit residential) -Fast Track service - Written response	1,163.67	232.73	1,396.40	2,234.25	446.85	2,681.10	Viv Evans	92%	Section 93 of the Local Government Act 2003	Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
Category G - Minor development 3 (1 unit residential) -Meeting	695.50	139.10	834.60	1,335.33	267.07	1,602.40	Viv Evans	92%	Section 93 of the Local Government Act 2003	Discretionary	
Category G - Minor development 3 (1 unit residential) -Fast Track service - Meeting	1,390.08	278.02	1,668.10	2,669.00	533.80	3,202.80	Viv Evans	92%	Section 93 of the Local Government Act 2003	Discretionary	
Category G - Minor development 3 (1 unit residential) - Follow up meeting	349.50	69.90	419.40	671.00	134.20	805.20	Viv Evans	92%	Section 93 of the Local Government Act 2003	Discretionary	
Category G - Minor development 3 (1 unit residential) - Fast Track service - Follow up meeting	695.50	139.10	834.60	1,335.33	267.07	1,602.40	Viv Evans	92%	Section 93 of the Local Government Act 2003	Discretionary	
Category H - Outline reserved matters minor development) -Written response	396.83	79.37	476.20	424.58	84.92	509.50	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category H - Outline reserved matters minor development) -Meeting	551.08	110.22	661.30	589.67	117.93	707.60	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category H - Outline reserved matters minor development) - Follow up meeting	276.42	55.28	331.70	295.75	59.15	354.90	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category I - Small Scale Development (small extensions/alterations to commercial buildings, including advertisements) - Written response	695.50	139.10	834.60	744.17	148.83	893.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category I - Small Scale Development (small extensions/alterations to commercial buildings, including advertisements) - Fast Track service - written response	1,390.08	278.02	1,668.10	1,487.42	297.48	1,784.90	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category J - Householder development - Written response	231.67	46.33	278.00	247.50	49.50	297.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category J - Householder development - Fast Track service - Written response	462.50	92.50	555.00	495.00	99.00	594.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category K - Heritage (listed building consents) - Meeting	631.67	126.33	758.00	675.83	135.17	811.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category K - Heritage (listed building consents) - Follow up meeting	318.33	63.67	382.00	340.83	68.17	409.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category L - Works to protected trees - Meeting	631.67	126.33	758.00	675.83	135.17	811.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category L - Works to protected trees - Follow up meeting	318.33	63.67	382.00	340.83	68.17	409.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category M - Meeting to discuss broad principles prior to formal pre-application - Meeting	813.33	162.67	976.00	870.00	174.00	1,044.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category M - Meeting to discuss broad principles prior to formal pre-application - Follow up meeting	408.33	81.67	490.00	436.67	87.33	524.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category N - Minor works to o a listed building	223.33	44.67	268.00	239.17	47.83	287.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category N - Minor works to o a listed building - Fast Track service	445.83	89.17	535.00	476.67	95.33	572.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Category O - Use of 3D Modelling	614.17	122.83	737.00	657.50	131.50	789.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
b Staff charge rate							Viv Evans				
Hourly rate per officer							Viv Evans				
Divisional Director	395.00	79.00	474.00	422.50	84.50	507.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Head of Development Management	295.83	59.17	355.00	316.67	63.33	380.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Head of Policy	295.83	59.17	355.00	316.67	63.33	380.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Area planning team leader	195.83	39.17	235.00	209.17	41.83	251.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Senior/Principal Planning Officer	160.83	32.17	193.00	172.50	34.50	207.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Planning/Enforcement Officer	147.50	29.50	177.00	157.50	31.50	189.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Conservation Officer	147.50	29.50	177.00	157.50	31.50	189.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Affordable Housing Officer	147.50	29.50	177.00	157.50	31.50	189.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Landscaping Officer	147.50	29.50	177.00	157.50	31.50	189.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Highways Officer	147.50	29.50	177.00	157.50	31.50	189.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Urban Design Officer	147.50	29.50	177.00	157.50	31.50	189.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Biodiversity Officer	147.50	29.50	177.00	157.50	31.50	189.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Policy Officer	147.50	29.50	177.00	157.50	31.50	189.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Tree Officer	147.50	29.50	177.00	157.50	31.50	189.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Head of Building Control	297.50	59.50	357.00	318.33	63.67	382.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Principal Surveyor	160.83	32.17	193.00	172.50	34.50	207.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Senior Surveyor	160.83	32.17	193.00	172.50	34.50	207.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Surveyor	147.50	29.50	177.00	157.50	31.50	189.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Structural Engineer	147.50	29.50	177.00	157.50	31.50	189.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Fire Officer	147.50	29.50	177.00	157.50	31.50	189.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
124. Planning & Highway Information Photocopying charges							Viv Evans				
Black and White			Per Item			Per Item	Viv Evans				
A4 photocopy	0.18	0.04	0.22	0.20	0.04	0.25	Viv Evans	12%	Section 93 of the Local Government Act 2003	Discretionary	
A3 photocopy	0.37	0.07	0.44	0.42	0.08	0.50	Viv Evans	14%	Section 93 of the Local Government Act 2003	Discretionary	
A2 photocopy	2.08	0.42	2.50	2.25	0.45	2.70	Viv Evans	8%	Section 93 of the Local Government Act 2003	Discretionary	
A1 photocopy	2.67	0.53	3.20	2.84	0.57	3.40	Viv Evans	6%	Section 93 of the Local Government Act 2003	Discretionary	

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	£	£	£	£	£					
A0 photocopy	4.58	0.92	5.50	4.91	0.98	5.90	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Colour							Viv Evans				
A4 photocopy	1.28	0.26	1.54	1.41	0.28	1.70	Viv Evans	10%	Section 93 of the Local Government Act 2003	Discretionary	
A3 photocopy	3.33	0.67	4.00	3.58	0.72	4.30	Viv Evans	8%	Section 93 of the Local Government Act 2003	Discretionary	
A2 photocopy	34.17	6.83	41.00	36.58	7.32	43.90	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
A1 photocopy	45.00	9.00	54.00	48.17	9.63	57.80	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
A0 photocopy	65.83	13.17	79.00	70.42	14.08	84.50	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
125. Planning Discretionary Charges							Viv Evans				
8a Duty Planner Service - charge for drop in service (15 mins)	38.42	7.68	46.10	41.08	8.22	49.30	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
8b Duty Planner Service - charge for drop in service (30 mins)	76.83	15.37	92.20	82.25	16.45	98.70	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
8c Fast track service - Certificate of lawful existing use (191)	588.50	117.70	706.20	629.67	125.93	755.60	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
8d Fast track service - Non material amendment (96a)	490.42	98.08	588.50	524.75	104.95	629.70	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
8e Fast track service - Certificate of lawful proposed development (192)	490.42	98.08	588.50	524.75	104.95	629.70	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
8f Fast track service - Conditions where no external consultants	294.25	58.85	353.10	314.83	62.97	377.80	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
8g Fast track service - Advertisement consent	490.42	98.08	588.50	524.75	104.95	629.70	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
8h Design Review Panel - Full with site visit (private development)	4,708.00	941.60	5,649.60	5,037.50	1,007.50	6,045.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
8i Design Review Panel - Full with site visit (Council led and schools projects)	3,236.75	647.35	3,884.10	3,463.33	692.67	4,156.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
8j Design Review Panel - Follow up Full DRP without site visit (private development)	3,531.00	706.20	4,237.20	3,778.17	755.63	4,533.80	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
8k Design Review Panel - Follow up Full DRP without site visit (Council led and schools projects)	2,697.33	539.47	3,236.80	2,886.17	577.23	3,463.40	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
8l Design Review Panel - Chairs Review (private development)	1,765.50	353.10	2,118.60	1,889.08	377.82	2,266.90	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
8m Design Review Panel - Chairs Review (Council led and schools projects)	1,226.08	245.22	1,471.30	1,311.92	262.38	1,574.30	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
8n Design Review Panel - Desktop Review (private development)	1,226.08	245.22	1,471.30	1,311.92	262.38	1,574.30	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
8o Design Review Panel - Desktop Review (Council led and schools projects)	980.83	196.17	1,177.00	1,049.50	209.90	1,259.40	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
8p Admin fee for invalid applications:							Viv Evans		Section 93 of the Local Government Act 2003	Discretionary	
Householder application	70.42	14.08	84.50	75.33	15.07	90.40	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Full planning application	140.92	28.18	169.10	150.83	30.17	181.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Major application	258.58	51.72	310.30	276.67	55.33	332.00	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Request to confirm compliance with an enforcement related notice - written response	240.75	48.15	288.90	257.58	51.52	309.10	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Request to confirm compliance with an enforcement related notice - 1 meeting and written response	321.00	64.20	385.20	343.50	68.70	412.20	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Request to withdraw an enforcement notice - written response	481.50	96.30	577.80	515.25	103.05	618.30	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
Request to withdraw an enforcement notice - 1 meeting and written response	561.75	112.35	674.10	601.08	120.22	721.30	Viv Evans	7%	Section 93 of the Local Government Act 2003	Discretionary	
126. Planning Applications							Viv Evans				
(A). All outline applications							Viv Evans				https://assets.publishing.service.gov.uk/media/65
Per 0.1ha for sites not more than 0.5ha	Not Applicable			578.00		578.00	Viv Evans	NEW	Schedule 1, para. 14.The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf
Per 0.1 hectare for sites up to and including 2.5 hectares	462.00		462.00	624.00		624.00	Viv Evans	35%	Schedule 1, para. 14.The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
In excess of 2.5 hectares to a maximum of £202,500	11,432.00		11,432.00	15,430.00		15,430.00	Viv Evans	35%	Schedule 1, para. 14.The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
More than 2.5 (each additional 0.1 hectare)	138.00		138.00	186.00		186.00	Viv Evans	35%	Schedule 1, para. 14.The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
(B) Householder applications							Viv Evans				
Alterations/extensions to a single dwelling or single flat	206.00		206.00	258.00		258.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Alterations/extensions to two or more dwellings including works within boundaries (Two or more dwellings (or two or more flats))	Not Applicable			509.00		509.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf
(C). Full Applications (and First Submissions of Reserved Matters)							Viv Evans				
Alterations/extensions to a single dwelling or single flat	Not Applicable			258.00		258.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for	Statutory prescribed	Included legislation and basis for charging

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge	Basis for charging	Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change			
	£	£	£	£	£	£				For Noting only/Non Cabinet Approval	
		0.20			0.20						
Alterations/extensions to two or more dwellings including works	407.00		407.00	509.00		509.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erection of not more than 10 dwellinhouses (per dwellinghouse)	Not Applicable			578.00		578.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Included legislation and basis for charging
New Dwellings (between 10 and 50 dwelling houses)	462.00		462.00	624.00		624.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
New Dwellings (for more than 50) up to a maximum fee of £405,000)	22,859.00		22,859.00	30,860.00		30,860.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
New Dwellings (for more than 50) per additional dwelling	138.00		138.00	186.00		186.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery) Gross floor space to be created by the development (no increase in gross floor space or no more than 40sq m)	234.00		234.00	293.00		293.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery) Gross floor space to be created by the development (more than 40 sqm but no more than 1000sqm) - each 75sqm	462.00		462.00	578.00		578.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery) Gross floor space to be created by the development (more than 1000 sqm but no more than 3,750 sq m) - For each 75 sq	462.00		462.00	624.00		624.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery) Gross floor space to be created by the development (more than 3,750 sq m)	22,859.00		22,859.00	30,860.00		30,860.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery) Gross floor space to be created by the development (more than 3,750 sq m) - Each additional 75 sqm over 3,750 up to a maximum of £405,000	138.00		138.00	186.00		186.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erection of buildings (on land used for agriculture for agricultural purposes) Gross floor space to be created by the development (not more than 465 sq m)	96.00		96.00	120.00		120.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erection of buildings (on land used for agriculture for agricultural purposes) Gross floor space to be created by the development (more than 465 sq m but not more than 540 sq m)	462.00		462.00	578.00		578.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erection of buildings (on land used for agriculture for agricultural purposes) Gross floor space to be created by the development (more than 540 sq m but not more than 1000 sq m) (£578 for first 540 sqm + £578 for each 75 sq m (or part thereof)	462.00		462.00	578.00		578.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erection of buildings (on land used for agriculture for agricultural purposes) Gross floor space to be created by the development (between 1000 sq m and 4215 sq m) (£624 for first 1000 sqm + £624 for each 75sq m (or part thereof)	Not Applicable			624.00		624.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf
More than 4,215 sq m	22,859.00		22,859.00	30,860.00		30,860.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erection of buildings (on land used for agriculture for agricultural purposes) Gross floor space to be created by the development (more than 4,215 sq m)) Each 75 sqm (or part thereof) up to a maximum of £405,000)	138.00		138.00	186.00		186.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erection of glasshouses (on land used for agriculture for agricultural purposes) Gross floor space to be created by the development (no more than 465 sq m)	96.00		96.00	120.00		120.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erection of glasshouses (on land used for agriculture for agricultural purposes) Gross floor space to be created by the development (1,000 sq m or more)	2,580.00		2,580.00	3,225.00		3,225.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erection of glasshouses (on land used for agriculture for agricultural purposes) Gross floor space to be created by the development (more than 465 sq m but not more than 1,000 sqm)	Not Applicable			3,483.00		3,483.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf
Erections/alterations/replacements of plant & Machinery (not more than 1 hectare) (for each 0.1ha or part thereof)	Not Applicable			578.00		578.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Erections/alterations/replacements of plant & Machinery (more than 1 hectare but not more than 5 hectares) (for each 0.1 hectare or part thereof)	462.00		462.00	624.00		624.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erections/alterations/replacements of plant & Machinery (more than 5 hectares)	22,859.00		22,859.00	30,860.00		30,860.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Erections/alterations/replacements of plant & Machinery (not more than 5 hectares) - each additional 0.1 hectare (or part thereof) up to a maximum of £405,000	138.00		138.00	186.00		186.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
(D). Applications other than building works							Viv Evans				
Car parks, service roads or other accesses (for existing uses)	234.00		234.00	293.00		293.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals) (not more than 15 hectares)	234.00		234.00	316.00		316.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals) (site area more than 15 hectares)	34,934.00		34,934.00	47,161.00		47,161.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals) (site area not more than 15 hectares) - each 0.1 hectare in excess of 15 hectares	138.00		138.00	186.00		186.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Operations connected with exploratory drilling for oil or natural gas (site area no more than 7.5 hectares)	508.00		508.00	686.00		686.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Operations connected with exploratory drilling for oil or natural gas (site area more than 7.5 hectares) up to £405,000	38,070.00		38,070.00	51,395.00		51,395.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Operations connected with exploratory drilling for oil or natural gas (site area more than 7.5 hectares) each additional 0.1 hectare up to a maximum of £300,000.	151.00		151.00	204.00		204.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Other operations (winning and working of minerals) (not more than 15 hectares) - each 0.1 hectare (or part thereof)	234.00		234.00	347.00		347.00	Viv Evans	48%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Not increased previously, when should have been. This is compliant
Other operations (winning and working of minerals) (more than 15 hectares)	34,934.00		34,934.00	52,002.00		52,002.00	Viv Evans	49%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Not increased previously, when should have been. This is compliant
Other operations (winning and working of minerals) (more than 15 hectares) - each 0.1 hectare up to a maximum of £105,300	138.00		138.00	204.00		204.00	Viv Evans	48%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Not increased previously, when should have been. This is compliant
Other operations (winning and working of minerals) excluding oil and natural gas (not more than 15 hectares) (for each 0.1 hectare or part thereof)	Not Applicable			316.00		316.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf
Other operations (winning and working of minerals) excluding oil and natural gas (more than 15 hectares)	Not Applicable			47,161.00		47,161.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf
Other operations (winning and working of minerals) excluding oil and natural gas (more than 15 hectares) + for each 0.1 hectare or part thereof in excess of 15 hectares maximum fee of £105,300	Not Applicable			186.00		186.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf
Other operations not coming within any of the above categories (Any site area) - for each 0.1 hectare up to max of £2535	234.00		234.00	293.00		293.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
(E) Lawful Development Certificate							Viv Evans				
LDC – Existing Use - in breach of a planning condition	Same as full			Same as full			Viv Evans				
LDC – Existing Use LDC - lawful not to comply with a particular condition	234.00		234.00	293.00		293.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
LDC – Proposed Use	Half the normal planning fee		Half the normal planning fee	Half the normal planning fee		Half the normal planning fee	Viv Evans				
							Viv Evans				
(F).Prior approval							Viv Evans				

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Larger home extensions	Not Applicable			120.00		120.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/englis
Additional storeys on a home	Not Applicable			120.00		120.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/englis
Agricultural and Forestry buildings & operations or demolition of buildings	96.00		96.00	120.00		120.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Demolition of buildings	Not Applicable			120.00		120.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/englis h_application_fees.pdf
Communications (previously referred to as "Telecommunications Code Systems Operators")	462.00		462.00	578.00		578.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Change of use from Commercial/Business/Service (Use Class E), or Betting Office or Pay Day Loan Shop to mixed use including up to two flats (Use Class C3)	Not Applicable			120.00		120.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/englis h_application_fees.pdf
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) to a State Funded School	96.00		96.00	120.00		120.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School	96.00		96.00	120.00		120.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Notification of a Proposed Change of Use to Dwelling(s) (per dwellinghouse)	96.00		96.00	120.00		120.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Notification of a Proposed Change of Use to Dwelling(s) and Associated Building Operations	206.00		206.00	258.00		258.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Notification of a Proposed Change of Use to non-residential uses(C3)	96.00		96.00	120.00		120.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Notification of a Proposed Change of Use to non- residential use (C3) and Associated Building Operations	206.00		206.00	258.00		258.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	Not Applicable			120.00		120.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/englis h_application_fees.pdf
Provision of Temporary School Buildings on Vacant Commercial Land and the use of that land as a State-funded School for up to 3 Academic Years	Not Applicable			120.00		120.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/englis h_application_fees.pdf
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	Not Applicable			120.00		120.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/englis h_application_fees.pdf
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	Not Applicable			120.00		120.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/englis h_application_fees.pdf
Erection, extension, or alteration of a university building	Not Applicable			120.00		120.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/englis h_application_fees.pdf
Movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc	Not Applicable			120.00		120.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/englis h_application_fees.pdf
Erection, extension or alteration on a closed defence site by or on behalf of the Crown of single living accommodation and/or non-residential buildings	Not Applicable			120.00		120.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/englis h_application_fees.pdf
Construction of new dwellinhouses (not more than 10) (per dwellinghouse)	Not Applicable			418.00		418.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/englis h_application_fees.pdf
Construction of new dwellinhouses (between 10-50 dwelling houses) (per dwellinghouse)	Not Applicable			415.00		415.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/englis h_application_fees.pdf

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
	£	0.20 £	£	£	0.20 £	£					
Construction of new dwellinhouses more than 50 dwellinhouses) max fee £405,000	Not Applicable			22,309.00		22,309.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf
per additional dwelling house in excess of 50	Not Applicable			135.00		135.00	Viv Evans	NEW	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	Fee is compliant with legislation- https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf
(G).Reserved Matters							Viv Evans				
Application for approval of reserved matters following outline approval	462.00		462.00	578.00		578.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
(H). Approval/ variation/ discharge of condition							Viv Evans				
Application for removal or variation of a condition following grant of planning permission	234.00		234.00	293.00		293.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Request for confirmation that one or more planning conditions have been complied with	34 per request for householder otherwise 116 per request		34 per request for householder otherwise 116 per request	43 per request for householder otherwise 145 per request		43 per request for householder otherwise 145 per request	Viv Evans		Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
(I). Change of use of a building to use as one or more separate dwelling houses or other cases							Viv Evans				
Number of dwellings (more than 50 dwellings)	22,859.00		22,859.00	30,860.00		30,860.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Number of dwellings (not more than 50 dwellings)	462.00		462.00	624.00		624.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Number of dwellings (not more than 50 dwellings) in excess for each over 50 up to a maximum of £300,000	138.00		138.00	186.00		186.00	Viv Evans	35%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Other charges of use of a building or land	462.00		462.00	578.00		578.00	Viv Evans	25%	Part 2 Schedule 1, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
(J). Advertising							Viv Evans				
Relating to the business on the premises	132.00		132.00	165.00		165.00	Viv Evans	25%	Schedule 2, Paragraph 1 The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Advance signs which are not situated on or visible from the site, directing the public to a business	132.00		132.00	165.00		165.00	Viv Evans	25%	Schedule 2, Paragraph 1 The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Other advertisements	462.00		462.00	578.00		578.00	Viv Evans	25%	Schedule 2, Paragraph 1 The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
(K). Non-material Amendment							Viv Evans				
Householder developments	34.00		34.00	43.00		43.00	Viv Evans	26%	Part 2, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
Other development	234.00		234.00	293.00		293.00	Viv Evans	25%	Part 2, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
(L). Permission in Principle							Viv Evans				
Per 0.1 hectare sites (or part thereof)	402.00		402.00	503.00		503.00	Viv Evans	25%	Part 2, scale of fees, The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012	Statutory prescribed	
CONCESSIONS							Viv Evans				
EXEMPTIONS FROM PAYMENT (For Planning fees given 77 a - n)							Viv Evans				
For alterations, extensions, etc. to a dwelling house for the benefit of a registered disabled person							Viv Evans		The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012		
An application solely for the carrying out of the operations for the Listed Building Consent							Viv Evans				
Planning permission for relevant demolition in a Conservation Area							Viv Evans				
Works to Trees covered by a Tree Preservation Order or in a Conservation Area							Viv Evans				
Hedgerow Removal							Viv Evans				

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
		0.20			0.20						
	£	£	£	£	£	£					
If the proposal is the first revision of an application for development							Viv Evans				
If the proposal relates to works that require planning permission only							Viv Evans				
If the application is for a lawful development certificate, for existing							Viv Evans				
If the application is for consent to display an advertisement following							Viv Evans				
If the application is for consent to display an advertisement which							Viv Evans				
If the application is for alternate proposals for the same site by the							Viv Evans				
If the application relates to a condition or conditions on an							Viv Evans				
If the application is being made on behalf of a non-profit making							Viv Evans				
If the application is being made on behalf of a parish or community							Viv Evans				
If the application is an alternative proposal being submitted on the							Viv Evans				
In respect of reserved matters you must pay a sum equal to or							Viv Evans				
If the application is for a Lawful Development Certificate for a							Viv Evans				
If two or more applications are submitted for different proposals on							Viv Evans				
Where an application relates to development which is within more							Viv Evans				
Where an application consists of the erection of dwellings and the							Viv Evans				
Where an application crosses one or more local or district planning							Viv Evans				
127. Environmental Information - Community Infrastructure Levy (CIL)							David Hughes				
To supply environmental information relating to property searches - Charge is per Liability Notice	41.60		41.60	44.50		44.50	David Hughes	7%	Regulation 8, Environmental Information Regulations 2004	Statutory Discretionary	
128. Learn Harrow							Karen Bhamra				
Concession categories (Co or fully funded):							Karen Bhamra				
Job Seekers Allowance (JSA) Employment and Support Allowance in the Work Related Activity Group (ESA WRAG) Council tax reduction Housing benefit Income support Working tax credit Pension credit Universal credit People in work and earning less than £15,736.00							Karen Bhamra				
a) Universal Access programmes - materials extra							Karen Bhamra		s93 Local Government Act 2003; Localism Act 2011	Discretionary	
Full Fee - per hour	6.50		6.50	6.50		7.00	Karen Bhamra	7%	s93 Local Government Act 2003; Localism Act 2011	Discretionary	
Registration charge	25.00		25.00	25.00		26.75	Karen Bhamra	7%	s93 Local Government Act 2003; Localism Act 2011	Discretionary	
Co- Funded per hour	3.75		3.75	3.75		4.00	Karen Bhamra	7%	s93 Local Government Act 2003; Localism Act 2011	Discretionary	
Registration charge	25.00		25.00	25.00		26.75	Karen Bhamra	7%	s93 Local Government Act 2003; Localism Act 2011	Discretionary	
b) Community Learning Targeted - materials extra							Karen Bhamra			Discretionary	
129. Housing Traveller Sites							Nesan Thevanesan				
Rental per week	70.40		70.40	75.30		75.30	Nesan Thevanesan	7%	s.80 Criminal Justice and Public Order Act 1994 and s.24 Caravan Sites and Control of Development Act 1960	Discretionary	
130. Environmental Information - Copies of Tree Preservation Orders							David Hughes				
To supply environmental information relating to Tree Preservation Orders (TPOs). Charge is per Order		Not Applicable		50.00		50.00	David Hughes	NEW	Regulation 8, Environmental Information Regulations 2004	Statutory Discretionary	

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Statutory prescribed - legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e set eg. £100 or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

	Agreed charges 2023/24			Proposed charges 2024/25			Budget Manager	2024/25	Legislation giving power to charge		Comments
	Basic	VAT	Total	Basic	VAT	Total	Budget Manager	% change		Basis for charging	For Noting only/Non Cabinet Approval
		0.20			0.20						
	£	£	£	£	£	£					

Service	2023/24 Agreed Charges						2024/25 Proposed Charges						Legislation giving power to charge	Basis for charging
	Charges 23/24	0%	20%	FINAL 23/24 incl VAT	Change assume min 7% increase where applicable	% Change	Proposed charges 24/25	0%	20%	FINAL 24/25 incl VAT	Change assume min 7% increase where applicable	% Change		
	Basic	VAT 0%	VAT 20%	Total	£		Basic	VAT 0%	VAT 20%	Total	£	%		
1. Payroll Commissions														
Deductions of Union Dues from Pay (excl VAT)	2.50%	0.00%		2.50%	0.00	0.00%	2.50%	0		2.50%	0.00	0.00%	s116B Trade Union & Labour Relations (Consolidation) Act 1992	Statutory discretionary
Admin fee – attachment of earnings (excludes VAT) per deduction	1.00	0.00%		1.00	0.00	0.00%	1.00	0		1.00	0.00	0.00%	s7(4)(a) Attachment of Earnings Act 1971	Statutory prescribed
2. Careline & Telecare														
<i>Careline - Harrow clients only</i>														
<u>Option A - New Clients Premium Package</u> <u>Digital Alarms £495</u>														
Weekly	9.52	0.00		9.52	9.52	N/A New charge	9.52	0		9.52	0.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Quarterly	123.75	0.00		123.75	123.75	N/A New charge	123.75	0		123.75	0.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Annual	495.00	0.00		495.00	495.00	N/A New charge	495.00	0		495.00	0.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2015	Statutory discretionary
<u>Option B - New Clients Standard Package</u> <u>Digital Alarms £295</u>														
Weekly	5.67	0.00		5.67	5.67	N/A New charge	5.67	0		5.67	0.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Quarterly	73.75	0.00		73.75	73.75	N/A New charge	73.75	0		73.75	0.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Annual	295.00	0.00		295.00	295.00	N/A New charge	295.00	0		295.00	0.00	0.00%		
Telecare														
Fall detectors	139.00	0.00		139.00	0.00	0.00%	139.00	0		139.00	0.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary

Service	2023/24 Agreed Charges						2024/25 Proposed Charges						Legislation giving power to charge	Basis for charging
	Charges 23/24	0%	20%	FINAL 23/24 incl VAT	Change assume min 7% increase where applicable	% Change	Proposed charges 24/25	0%	20%	FINAL 24/25 incl VAT	Change assume min 7% increase where applicable	% Change		
	Basic	VAT 0%	VAT 20%	Total	£		Basic	VAT 0%	VAT 20%	Total	£	%		
Bed sensors-Tim Control	100.00	0.00		100.00	0.00	0.00%	100.00	0		100.00	0.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Bed sensors-Mattress	35.00	0.00		35.00	0.00	0.00%	35.00	0		35.00	0.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Bed sensors- over bed Mattress	80.00	0.00		80.00	0.00	0.00%	80.00	0		80.00	0.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Property exit sensors	298.00	0.00		298.00	0.00	0.00%	298.00	0		298.00	0.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Mec 196 prompts	100.00	0.00		100.00	0.00	0.00%	100.00	0		100.00	0.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Smoke detectors	75.00	0.00		75.00	0.00	0.00%	75.00	0		75.00	0.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Epilepsy sensors	280.00	0.00		280.00	0.00	0.00%	280.00	0		280.00	0.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
Key safe	75.00	0.00		75.00	0.00	0.00%	75.00	0		75.00	0.00	0.00%	Regulation 3, Care and Support (Preventing Needs for Care and Support) Regulations 2014	Statutory discretionary
3. Concessionary Travel														
Blue Badges	10.00	0.00		10.00	0.00	0.00%	10.00	0		10.00	0.00	0.00%	Regulation 6(1) -Disabled Persons(Badges for Motor Vehicles)(England)Regulations 2000	Statutory prescribed
Replacement Freedom Pass	10.00	0.00		10.00	0.00	0.00%	10.00	0		10.00	0.00	0.00%	Local Government Act 2003/Localism Act 2011	Statutory discretionary
Replacement Taxi Pass	10.00	0.00		10.00	0.00	0.00%	10.00	0		10.00	0.00	0.00%	Local Government Act 2003/Localism Act 2011	Statutory discretionary

Service	2023/24 Agreed Charges						2024/25 Proposed Charges						Legislation giving power to charge	Basis for charging
	Charges 23/24	0%	20%	FINAL 23/24 incl VAT	Change assume min 7% increase where applicable	% Change	Proposed charges 24/25	0%	20%	FINAL 24/25 incl VAT	Change assume min 7% increase where applicable	% Change		
	Basic	VAT 0%	VAT 20%	Total	£		Basic	VAT 0%	VAT 20%	Total	£	%		
Legal and Governance														
4. Local Land Charges														
Additional Enquiries - Part I (inclusive of Official Statutory £6 fee)	270.00		54.00	324.00	30.00	10.20%	280.00		56.00	336.00	12.00	3.70%	Reg 8, Environmental Information Regulations 2004	Statutory discretionary
LCC1 Form	17.00	0.00		17.00	2.00	13.33%	18.00			18.00	1.00	5.88%	Reg 8, Environmental Information Regulations 2004	Statutory discretionary
Con 29 Form	255.00		51.00	306.00	28.00	10.07%	265.00		53.00	318.00	12.00	3.92%	Reg 8, Environmental Information Regulations 2004	Statutory discretionary
Additional Parcel	15.00		3.00	18.00	1.00	5.88%	20.00		4.00	24.00	6.00	33.33%	Reg 8, Environmental Information Regulations 2004	Statutory discretionary
Additional Enquiries - Part II	31.00		6.20	37.20	3.20	9.41%	35.00		7.00	42.00	4.80	12.90%	Reg 8, Environmental Information Regulations 2004	Statutory discretionary
Additional Enquiries - Added by Solicitors	36.00		7.20	43.20	3.20	8.00%	40.00		8.00	48.00	4.80	11.11%	Reg 8, Environmental Information Regulations 2004	Statutory discretionary
NLIS search - Part I	270.00		54.00	324.00	30.00	10.20%	280.00		56.00	336.00	12.00	3.70%	Reg 8, Environmental Information Regulations 2004	Statutory discretionary
5. Registration Services														
5a. Citizenship Ceremonies														
Group ceremony (Statutory)	84.00	0.00		84.00	0.00	0.00%	84.00			84.00	0.00	0.00%	Schedule 8, Table 20 of The Immigration and Nationality (Fees) Regulations 2018	Statutory Prescribed
5b. Marriage & Civil Partnerships														
Conduct Civil Marriages / Civil Partnerships at Pavilion (Mon-Thu)							250.00	0.00		250.00	250.00	0.00%	Reg 12 - Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Statutory discretionary
Conduct Civil Marriages / Civil Partnerships at Pavilion (Fri - Sat)							330.00	0.00		330.00	330.00	0.00%	Reg 12 - Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Statutory discretionary
Conduct Civil Marriages / Civil Partnerships at Pavilion (Sun - Bank Holiday)							650.00	0.00		650.00	650.00	0.00%	Reg 12 - Marriages and Civil Partnerships (Approved Premises) Regulations 2006	Statutory discretionary
Hard Copy for Non- Electoral Purposes – Basic Charge	10.00	0.00		10.00	0.00	0.00%	10.00	0.00		10.00	0.00	0.00%	Regulation 15, s110 of The Representation of the People (England and Wales) (Amendment) Regulations 2001	Statutory Prescribed

Service	2023/24 Agreed Charges						2024/25 Proposed Charges						Legislation giving power to charge	Basis for charging
	Charges 23/24	0%	20%	FINAL 23/24 incl VAT	Change assume min 7% increase where applicable	% Change	Proposed charges 24/25	0%	20%	FINAL 24/25 incl VAT	Change assume min 7% increase where applicable	% Change		
	Basic	VAT 0%	VAT 20%	Total	£		Basic	VAT 0%	VAT 20%	Total	£	%		
Hard Copy – Plus cost for 1,000 names	5.00	0.00		5.00	0.00	0.00%	5.00	0.00		5.00	0.00	0.00%	Regulation 15, s110 of The Representation of the People (England and Wales) (Amendment) Regulations 2002	Statutory Prescribed
Data Copy for Non-Electoral Purposes – Basic Charge	20.00	0.00		20.00	0.00	0.00%	20.00	0.00		20.00	0.00	0.00%	Regulation 15, s110 of The Representation of the People (England and Wales) (Amendment) Regulations 2002	Statutory Prescribed
Data Copy – Plus cost for 1,000 names	1.50	0.00		1.50	0.00	0.00%	1.50	0.00		1.50	0.00	0.00%	Regulation 15, s110 of The Representation of the People (England and Wales) (Amendment) Regulations 2002	Statutory Prescribed
For entering Notice of Marriage	35.00	0		35.00	0.00	0.00%	35.00	0.00		35.00	0.00	0.00%	Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Notice of Civil Partnership	35.00	0		35.00	0.00	0.00%	35.00	0.00		35.00	0.00	0.00%	Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
For the attendance of a Superintendent Registrar to take Notice of Marriage or Civil Partnership of a housebound or detained person	47.00	0		47.00	0.00	0.00%	47.00	0.00		47.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
For Superintendent Registrar to attend outside their office for the marriage and civil partnership of a housebound or detained person	84.00	0		84.00	0.00	0.00%	84.00	0.00		84.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
For a Registrar to attend a marriage at a register office	46.00	0		46.00	0.00	0.00%	46.00	0.00		46.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
For a Registrar to attend a Civil Partnership at a register office	46.00	0		46.00	0.00	0.00%	46.00	0.00		46.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
For a Registrar to attend outside their office for the marriage and civil partnership of a housebound or detained person	84.00	0		84.00	0.00	0.00%	84.00	0.00		84.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Certification for worship and registration for marriages of Place of Meeting or Religious Worship	29.00	0		29.00	0.00	0.00%	29.00	0.00		29.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Registration of religious buildings for solemnisation of marriages	123.00	0		123.00	0.00	0.00%	123.00	0.00		123.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Consideration by Superintendent Registrar of a divorce obtained outside of the British Isle	50.00	0		50.00	0.00	0.00%	50.00	0.00		50.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Consideration by the registration authority of a civil partnership dissolution obtained outside of the British Isles	50.00	0		50.00	0.00	0.00%	50.00	0.00		50.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Standard certificate (RBD/AR) at registration.	11.00			11.00	0.00	0.00%	11.00	0.00		11.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed

Service	2023/24 Agreed Charges						2024/25 Proposed Charges						Legislation giving power to charge	Basis for charging
	Charges 23/24	0%	20%	FINAL 23/24 incl VAT	Change assume min 7% increase where applicable	% Change	Proposed charges 24/25	0%	20%	FINAL 24/25 incl VAT	Change assume min 7% increase where applicable	% Change		
	Basic	VAT 0%	VAT 20%	Total	£		Basic	VAT 0%	VAT 20%	Total	£	%		
Birth certificate historical (short or standard) (additional) after registration.	11.00			11.00	0.00	0.00%	11.00	0.00		11.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Certificates for certain statutory purposes after registration (prior to completion of register).	11.00			11.00	0.00	0.00%	11.00	0.00		11.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Standard Death certificate (RBD/AR) at registration.	11.00			11.00	0.00	0.00%	11.00	0.00		11.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Death certificate historical after registration.	11.00			11.00	0.00	0.00%	11.00	0.00		11.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Change of forename added within 12 months of birth registration	40.00			40.00	0.00	0.00%	40.00	0.00		40.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Consideration by Registrar/Superintendent Registrar for a correction	75.00			75.00	0.00	0.00%	75.00	0.00		75.00	0.00	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Where meeting a request is likely to cost in excess of £450, the Council can seek to recover the whole cost (subject to agreement of the requester), (plus VAT if applicable). In accordance with ICO guidance, a maximum allowed charge of £25 per hour for staff time for the extra work will be applied.	0.00%			0.00	0.00	0.00%	0.00	0.00		0.00	0.00	0.00%	Reg 3, Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004	Statutory prescribed
Private Ceremony (individual) first family member	180.00	0.00		180.00	12.00	7.14%	190.00			190.00	10.00	5.56%	Schedule 1, Paragraph 9 of The Nationality, Immigration and Asylum Act 2002	Discretionary
Private ceremony additional family member (adult) per person	100.00	0.00		100.00	5.00	5.26%	110.00			110.00	10.00	10.00%	Schedule 1, Paragraph 9 of The Nationality, Immigration and Asylum Act 2002	Discretionary
Private ceremony (couples)	280.00	0.00		280.00	17.00	6.46%	300.00			300.00	20.00	7.14%	Schedule 1, Paragraph 9 of The Nationality, Immigration and Asylum Act 2002	Discretionary
Photograph	21.00	0.00		21.00	0.00	0.00%	25.00			25.00	4.00	19.05%	Schedule 1, Paragraph 9 of The Nationality, Immigration and Asylum Act 2002	Discretionary

Service	2023/24 Agreed Charges						2024/25 Proposed Charges						Legislation giving power to charge	Basis for charging
	Charges 23/24	0%	20%	FINAL 23/24 incl VAT	Change assume min 7% increase where applicable	% Change	Proposed charges 24/25	0%	20%	FINAL 24/25 incl VAT	Change assume min 7% increase where applicable	% Change		
	Basic	VAT 0%	VAT 20%	Total	£		Basic	VAT 0%	VAT 20%	Total	£	%		
Hard Copy for Non- Electoral Purposes – Basic Charge	10.00	0.00		10.00	0.00	0.00%	10.00	0.00		10.00	0	0.00%	Regulation 15, s110 of The Representation of the People (England and Wales) (Amendment) Regulations 2001	Statutory Prescribed
Hard Copy – Plus cost for 1,000 names	5.00	0.00		5.00	0.00	0.00%	5.00	0.00		5.00	0	0.00%	Regulation 15, s110 of The Representation of the People (England and Wales) (Amendment) Regulations 2002	Statutory Prescribed
Data Copy for Non-Electoral Purposes – Basic Charge	20.00	0.00		20.00	0.00	0.00%	20.00	0.00		20.00	0	0.00%	Regulation 15, s110 of The Representation of the People (England and Wales) (Amendment) Regulations 2002	Statutory Prescribed
Data Copy – Plus cost for 1,000 names	1.50	0.00		1.50	0.00	0.00%	1.50	0.00		1.50	0	0.00%	Regulation 15, s110 of The Representation of the People (England and Wales) (Amendment) Regulations 2002	Statutory Prescribed
7. Register of Births, Deaths, Marriages & Civil Partnerships (all statutory)														
For 201 Giving Notice of Marriage	35.00	0		35.00	0.00	0.00%	35.00	0.00		35.00	0	0.00%	Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Notice of Civil Partnership	35.00	0		35.00	0.00	0.00%	35.00	0.00		35.00	0	0.00%	Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
For the attendance of a Superintendent Registrar to take Notice of Marriage or Civil Partnership of a housebound or detained person	47.00	0		47.00	0.00	0.00%	47.00	0.00		47.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
For a Superintendent Registrar to attend outside their office for the marriage and civil partnership of a housebound or detained person	84.00	0		84.00	0.00	0.00%	84.00	0.00		84.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
For a Registrar to attend a marriage at a register office	46.00	0		46.00	0.00	0.00%	46.00	0.00		46.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
For a Registrar to attend a Civil Partnership at a register office	46.00	0		46.00	0.00	0.00%	46.00	0.00		46.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
For a Registrar to attend outside their office for the marriage and civil partnership of a housebound or detained person	84.00	0		84.00	0.00	0.00%	84.00	0.00		84.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Certification for worship and registration for marriages of Place of Meeting or Religious Worship	29.00	0		29.00	0.00	0.00%	29.00	0.00		29.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Registration of religious buildings for solemnisation of marriages	123.00	0		123.00	0.00	0.00%	123.00	0.00		123.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Consideration by Superintendent Registrar of a divorce obtained outside of the British Isle	50.00	0		50.00	0.00	0.00%	50.00	0.00		50.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed

Service	2023/24 Agreed Charges						2024/25 Proposed Charges						Legislation giving power to charge	Basis for charging
	Charges 23/24	0%	20%	FINAL 23/24 incl VAT	Change assume min 7% increase where applicable	% Change	Proposed charges 24/25	0%	20%	FINAL 24/25 incl VAT	Change assume min 7% increase where applicable	% Change		
	Basic	VAT 0%	VAT 20%	Total	£		Basic	VAT 0%	VAT 20%	Total	£	%		
Consideration by the registration authority of a civil partnership dissolution obtained outside of the British Isles	50.00	0		50.00	0.00	0.00%	50.00	0.00		50.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
8. Certificates (all statutory)														
Standard certificate (RBD/AR) at registration.	11.00			11.00	0.00	0.00%	11.00	0.00		11.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Birth certificate historical (short or standard) (additional) after registration.	11.00			11.00	0.00	0.00%	11.00	0.00		11.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Certificates for certain statutory purposes after registration (prior to completion of register).	11.00			11.00	0.00	0.00%	11.00	0.00		11.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Standard Death certificate (RBD/AR) at registration.	11.00			11.00	0.00	0.00%	11.00	0.00		11.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Death certificate historical after registration.	11.00			11.00	0.00	0.00%	11.00	0.00		11.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Change of forename added within 12 months of birth registration	40.00			40.00	0.00	0.00%	40.00	0.00		40.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
Consideration by Registrar/Superintendent Registrar for a correction	75.00			75.00	0.00	0.00%	75.00	0.00		75.00	0	0.00%	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	Statutory Prescribed
9. Freedom of Information Act (set by ICO)														
	0	0.00		0.00	0.00	0.00%	0.00	0.00		0	0	0.00%	Reg 3, Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004	Statutory prescribed

Statutory prescribed - legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e set eg. £100 or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

People (Adults) Fees and Charges

Appendix 4

h	Agreed Charges 2023/24				Proposed Charges 2024/25				Comments	Legislation/Power to Charge	Basis for charging
	Basic	VAT	Total	Change %	Basic	VAT	Total	Change %			
Social Care Services											
1. Day care (per 5 hour session – 10am to 3pm)											
The charges proposed are in line with current staff ratios, where increased levels of support are required charges will increase.											
Internally provided services – internal clients	61.50		61.50	6.96%	74.00		74.00	20.33%	agreed at full cost recovery by Councillors	s14, Care Act 2014	Statutory Discretionary
Internally provided services – external clients	71.50		71.50	5.15%	84.00		84.00	17.48%	agreed at full cost recovery by Councillors	s14, Care Act 2015	Statutory Discretionary
1. Day Care (per 1 hour session)											
The charges proposed are in line with current staff ratios, where increased levels of support are required charges will increase.											
Internally provided services – internal clients	12.50		12.50	8.70%	14.80		14.80	18.40%	agreed at full cost recovery by Councillors	s14, Care Act 2015	
Internally provided services – external clients	14.50		14.50	7.41%	16.80		16.80	15.86%	agreed at full cost recovery by Councillors	s14, Care Act 2015	
2. In House Residential Services (Per weekly cost)											
The charges proposed are in line with current staff ratios, where increased levels of support are required charges will increase.											
Bedford House	1,286.00		1,286.00	0.00%	1,286.00		1,286.00	0.00%	Operating model at Bedford House in development and will require new charges from April 2024. Will be two charges - one for the residential setting (12 beds) and one for the supported accommodation setting (10 beds). Agreed to leave charge the same as 23/24 until new charges available		
14/15 Kenton Road	1,144.00		1,144.00	0.00%	1,168.00		1,168.00	2.10%	uplifted due to pay award of 3% assumed		
7 Kenton Road	229.00		229.00	0.00%	233.00		233.00	1.75%	uplifted due to pay award of 3% assumed		
Metropolitan & Hestia Supported Living Accomodation	165.00		165.00	0.00%	173.00		173.00	4.85%	uplifted by 5% - procured contract contained no inflationary clauses		
3. Transport (per journey)											
Harrow Special Needs Transport – rate per day	38.0		38.0	7.00%	40.50		40.50	6.58%		s14, Care Act 2015	Statutory Discretionary
4. Court of Protection Charges											
Part 19 of the Court of Protection Rules 2017 and the accompanying Practice Direction sets out the fixed costs that may be claimed by solicitors and public authorities acting in Court of Protection proceedings and the fixed amounts of remuneration that may be claimed by solicitors and office holders in public authorities appointed to act as a deputy.											
1. Up to Court Application Stage	745.00		745.00	0.00%	745.00		745.00	0.00%		Practice Direction 19B to Part 19 of the Court of Protection Rules 2017	Statutory Prescribed
2. 1 st Year Annual Management Fee	775.00		775.00	0.00%	775.00		775.00	0.00%		Practice Direction 19B to Part 19 of the Court of Protection Rules 2017	Statutory Prescribed
3. Subsequent Years Management Fee - an amount not exceeding £650	650.00		650.00	0.00%	650.00		650.00	0.00%		Practice Direction 19B to Part 19 of the Court of Protection Rules 2017	Statutory Prescribed
Where the net assets of the Citizen are below £16,000, the local authority deputy for property and affairs may take an annual management fee not exceeding 3.5% of Citizen's net assets on the anniversary of the court order appointing the local authority as deputy											
Where the court appoints a local authority deputy for health and welfare, the local authority may take an annual management fee not exceeding 2.5% of Citizen's net assets on the anniversary of the court order appointing the local authority as deputy up to a mazimum of £555											
4. Annual Property Management Fee	300.00		300.00	0.00%	300.00		300.00	0.00%		Practice Direction 19B to Part 19 of the Court of Protection Rules 2017	Statutory Prescribed
5. Annual Report to Public Guardian.	216.00		216.00	0.00%	216.00		216.00	0.00%		Practice Direction 19B to Part 19 of the Court of Protection Rules 2017	Statutory Prescribed
6. Preparation of a basic HMRC income tax return	70.00		70.00	0.00%	70.00		70.00	0.00%		Practice Direction 19B to Part 19 of the Court of Protection Rules 2017	Statutory Prescribed

People (Adults) Fees and Charges

Appendix 4

	Agreed Charges 2023/24			Proposed Charges 2024/25				Basis for charging		
7. Preparation of complex HMRC Income Tax return	140.00		140.00	0.00%	140.00		140.00	0.00%	Practice Direction 19B to Part 19 of the Court of Protection Rules 2017	statutory Prescribed
5. Appointeeships										
All charges will be levied on the basis of the prescribed OPG rates detailed in section 3 above Court of Protection Charges.										
1. Annual Administration Fee - Where the net assets of Citizen are below £16,000, the local authority may take an annual management fee not exceeding 3.5% of Citizen's net assets										
6. Deferred Payments Charges										
The Care Act 2014 established a universal deferred payment scheme from April 2015 so that service users will not have to sell their home in their lifetime to pay for their care. The costs detailed below are calculated to ensure full cost recovery.										
1. Legal Costs for unmortgaged property (est)	500.00		500.00	0.00%	500.00		500.00	0.00%	Care and Support (Deferred Payment) Regulations 2013	Statutory Discretionary
2. Legal Costs for mortgaged property (est)	750.00		750.00	0.00%	750.00		750.00	0.00%	Care and Support (Deferred Payment) Regulations 2013	Statutory Discretionary
3. Disbursements	100.00		100.00	0.00%	100.00		100.00	0.00%	Care and Support (Deferred Payment) Regulations 2013	Statutory Discretionary
4. Valuation Fee	365.00		365.00	#REF!	379.00		379.00	3.84%	Care and Support (Deferred Payment) Regulations 2013	Statutory Discretionary
5. Annual Management Fee	650.00		650.00	0.00%	650.00		650.00	0.00%	Care and Support (Deferred Payment) Regulations 2013	Statutory Discretionary
6. Termination Charge	200.00		200.00	0.00%	200.00		200.00	0.00%	Care and Support (Deferred Payment) Regulations 2013	Statutory Discretionary
7. Charges for arranging care for self funders										
The Care Act 2014 gave councils the ability to charge self-funders for putting in place their care and support services to ensure full cost recovery but not to profit from such charges. These charges were introduced in April 2020 for citizens, who self-fund their care in this respect.										
Set up of the initial care package	483.00		483.00	4.09%	515.00		515.00	6.63%	Care Act 2014	Discretionary
Annual Review of Care Package	261.00		261.00	6.97%	279.00		279.00	6.90%	Care Act 2014	Discretionary

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Care & Support (Charging and Assessment of Resources) Regulations 2014

The Care Act will introduce a single legal framework for charging for care and support (section 14-17), including discretion as to whether or not to charge. Where a local authority arranges care and support to meet a service users needs, it may charge the adult, except where the local authority is required to arrange care and support free of charge.

The principle is that service users should only be required to pay what they can afford. Regulations determine the maximum amount a local authority can charge.

Only in care homes, where the financial assessment identifies that a service users resources exceed the capital limits, is the local authority precluded from paying towards the costs of care.

The upper financial limit is current set at £23,250. Below this level a person can seek means-tested support from the local authority. Where a person's resources are below the lower capital limit of £14,250 they will not need to contribute to the cost of their care and support from their capital. The Council applies a 'tariff' or graduated scale to reflect income received on capital and assets held between the upper and lower limits. These limits are set by the Department for Work and Pensions and the Council will be notified ahead of the 1st April 2024 should these change.

The Council's Fairer Contributions Policy sets out the policy. This

	Agreed charges 2023/24			Proposed Charges 2024/25				Legislation/Power to Charge	Basis for Charging
	Basic	VAT	Total	Basic	VAT	Total	% Change		
	£	Exempt £	£	£	Exempt £	2024/25 £	2024/25		
1. Children's Centres									
Room Hire									
Cost per Hour									
Room Size 1-10	17.20	0.00	17.20	18.50	0.00	18.50	7.56%	s1, Localism Act 2011	Discretionary
Room Size 11-20	27.40	0.00	27.40	29.50	0.00	29.50	7.66%	s1, Localism Act 2011	Discretionary
Room Size 21-30	32.90	0.00	32.90	35.40	0.00	35.40	7.60%	s1, Localism Act 2011	Discretionary

Statutory prescribed - legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e set eg. £100 or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

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Report for: Cabinet

Date of Meeting:	24 January 2024
Subject:	Procurement of a Software licence, Support and maintenance for revenue and benefits software applications.
Key Decision:	Yes
Responsible Officer:	Sharon Daniels - Interim Director of Finance & Assurance
Portfolio Holder:	Councillor David Ashton – Portfolio Holder for Finance and Resources Councillor Stephen Greek - Portfolio Holder for Performance, Communications and Customer Experience
Exempt:	No, except for Appendix 1 which is exempt by virtue of Paragraph 3 of Schedule 12A of the Local Government Act 1972 because it contains information relating to the financial and business affairs of the Council.
Decision subject to Call-in:	Yes
Wards affected:	All Wards
Enclosures:	Appendix 1 – Statement of requirement (exempt)

Section 1 – Summary and Recommendations

This report requests authorisation to procure and award a Services contract for a Software licence, Support and maintenance for the Council's revenue and benefits software applications.

Recommendations: That

1. the procurement of a service contract for a Software licence, Support and maintenance for revenue and benefits software applications be approved.
2. the award of contract to NEC Software Solutions UK Limited be authorised for a Software licence, Support and maintenance for revenue and benefits software applications to commence on 01/04/2024 to 31/03/2029 for a period of 5 years. The total value of the contract including any options to extend is £787,000.

Reason: (for recommendations)

This is a critical system for income collection, not procuring an external partner for support and maintenance, would potentially leave the authority with limited ability to collect approximately £260m per annum in relation to unpaid Council Tax, Business Rates, Benefits and unpaid Housing Benefit overpayments, which would impact adversely on the Council's budget.

Section 2 – Report

Introductory paragraph

2. This report proposes to accept the NEC Remote Revenues, Benefits and NNDR Processing offer from the CCS Framework Vertical Application Solutions RM6259, Lot 1 "Business Applications Solutions".

Options considered

3. **Option 1: To not replace the existing contracts and continue with the current supplier of the detailed in this report.**

This means the Council would purchase these Software services on a spot/ad hoc basis, leaving the Council open to potential legal challenge by not meeting its statutory obligations pursuant to The Public Contracts Regulations 2015 regarding the selection of suppliers and the award of contracts.

4. Option 2: Use of a Framework to procure a Software licence, Support and maintenance for the Council’s revenue and benefits software applications.

This means the Council would facilitate a call off process with pre-appointed providers, awarded onto a Framework. CCS Framework Vertical Application Solutions RM6259, Lot 1 “Business Applications Solutions” has been identified which can cover all the required areas of the service. All the Framework documents can be downloaded via [Vertical Application Solutions - CCS \(crowncommercial.gov.uk\)](https://www.crowncommercial.gov.uk)

5. Option 3: To procure a replacement Software licence, Support and maintenance for the Council’s revenue and benefits software applications. following the “Open Procedure” to facilitate a full tender exercise.

The council would issue an ITT and Selection Questionnaire (SQ) on the London Tenders Portal and Contracts Finder.

The SQ and Tender responses would then be submitted and assessed in a single stage.

Option 2 is the preferred option because only a limited number of organisations can provide this type of Software service. **Option 3** is not financially viable currently due to the capital costs of migrating to an alternative. NEC Software Solutions UK Limited are only the only provider who can support to their software application. This option allows the Council to continue its current systems arrangements.

The IT Team support this procurement, and continued use of the existing NEC application, hosted and supported within the corporate Azure platform. IT staff have been involved in the options appraisal and are satisfied that the new contract scope aligns with good practise and offers value for money. The IT Team will continue to work closely with the service throughout the life of the contract, aligned with the wider approach to Integrated Applications.

Background

Currently NEC Software Solutions UK Limited provide a Software licence, support and maintenance for the revenue and benefits software applications for Revenues & Benefits.

The system has been enhanced over its lifetime and continues to meet statutory and best practice requirements across both Revenue and Benefits and is seen as a market leader.

Current situation

The current contract expires on 31/03/2024 and it is necessary to ensure that the Council has in place a contract that adequately provides Software, support and maintenance.

Resources, costs

The cost of resourcing the project will be managed within existing service budgets.

Staffing/workforce

There are no anticipated implications upon Harrow staffing or its workforce arising from the recommendations within this report. A project team to be comprised of subject matter experts has been established.

Officers do not believe that there will be TUPE (The Transfer of Undertakings (Protection of Employment) Regulations 2006) implications, but if TUPE is deemed to apply, it will apply as a matter of law.

Performance Issues

Procurement of the service concerned, may influence cash collection rates achieved for Business Rates, Council Tax and housing benefit overpayments. These are key indicators monitored locally and published nationally each year.

Not procuring a supplier to deliver the services concerned, would adversely impact upon Harrow's in-year cash collection rates achieved, cash flow management arrangements and potentially, its reputation with stakeholders as well as restricting / preventing its compliance with statutory obligations for issuing of bills and benefit determination notices.

Environmental Implications

There are no significant environmental impacts currently anticipated from the recommendations contained within this report.

Data Protection Implications

The contract for the services in scope, will require the contractor to comply with the data protection legislation.

Risk Management Implications

Risks included on corporate or directorate risk register? No
Separate risk register in place? Yes

The relevant risks contained in the register are attached/summarised below.
Yes

The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Not having a contract in place or delayed procurement process causing a gap in service delivery	The Project team will routinely review timelines and any variance will be addressed in compliance with agreed project governance arrangements	GREEN

Risk Description	Mitigations	RAG Status
Offer received that are well above the existing annual budget for the services	Funding would be found from growth or efficiencies in other service areas	AMBER

Procurement Implications

The Intention is to direct award from external CCS Framework Vertical Application Solutions RM6259, Lot 1 “Business Applications Solutions”. Framework Schedule 1 (specification) details that the Council may direct award the following optional services, which must be intrinsic to an existing system already in use by the buyer and in the case of The London Borough of Harrow namely “Northgate Public Services” now trading as “NEC Software Solutions UK Limited”

Awardable Services:

- Licences for individual software modules
- Licences for common configurations of modules for whole systems
- Consultancy rates for installation, configuration, integration, application design, systems architecture, data migration and software development for Deliverables within the scope of this Framework Contract.
- Software Support and maintenance services for the above.

The Council also meets the other Framework direct award criteria as detailed in the below table.

Requirement to allow a direct award	How the requirement has been met by the Council
Deliverables can be met by the Suppliers’ catalogues and description of the Deliverables as set out in Framework Schedule 1 (Specification) and Framework Schedule 2 (Framework Tender) for all Suppliers capable of meeting the Statement of Requirements in order to establish which Supplier provides the most economically advantageous solution.	<p>The Project team have developed a clear Statement of requirements applying the direct award criteria to the Suppliers’ catalogues and description of the deliverables as set out in Framework Schedule 1.</p> <p>NEC Software Solutions UK Limited are the only provider who can support their software application.</p> <p>This proposal is also the most economically advantageous solution, due to the capital costs of migrating to an alternative system.</p>

All of the terms of the proposed Call-Off Contract are laid down in this Contract and do not require amendment or any supplementary terms and conditions;	No amendments required.
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A fixed annual inflation price increase has been proposed within the contract term to provide price stability. The provider will also apply the frameworks imbedded Social Value commitments and have signed the Council’s Climate Commitment Charter to support the Council in achieving its low carbon objectives.

It is the opinion of the Procurement team (on behalf of the Head of Procurement) that the procurement process has been conducted compliant with the Public Contracts Regulations 2015 and the Council’s Contract Procedure Rules.

The recommended provider namely “NEC Software Solutions UK Limited” has demonstrated their service meets the Councils requirements and allows the lowest price allowing call-off. The Procurement team therefore fully support the recommendations made in this report.

Legal Implications

Regulation 33 of the Public Contracts Regulations governs the establishment of framework agreements and awarding contracts under them. The award of this contract would comply with that regulation.

This award of this contract is being made under CCS Framework Vertical Application Solutions RM6259 which has been established by the Crown Commercial Service. The Council is entitled to access and use this Framework Agreement.

The contract is to be awarded in accordance with the terms and conditions of the Framework Agreement.

The above complies with paragraph 4.4 of Part 4I (Contract Procedure Rules) of the Council’s Constitution.

Financial Implications

The budget for this contract has not been increased for several years regardless that the contract price has gone up yearly due to inflation increases. In addition the renewal will have further inflationary increases over its life span which will put further pressure on the existing budget. After contributions from Revenues & Benefits budget (cost centre 7025) of £100k, and the existing budget from IT (re Integrator module costs under cost centre 1066) of £22k, there is a shortfall of £36k. The additional budget will be found from the inflation reserve fund budget to ensure sufficient funds exists from 1/4/2024 onwards to cover costs.

Equalities implications / Public Sector Equality Duty

There are no Equalities impact regarding this matter.

Council Priorities

Agreeing the renewal of this contract allows the Council to administer local taxes and Housing Benefits which is a fundamental part of the Council's support to residents and the budget process. As such it supports;

1. A council that puts residents first
2. A borough that is clean and safe
3. A place where those in need are supported

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed off by the Chief Financial Officer

Date: 02 January 2024

Statutory Officer: Gareth Rees

Signed on behalf of the Monitoring Officer

Date: 22 December 2023

Chief Officer: Sharon Daniels

Signed off by the Interim Director of Finance & Assurance

Date: 02 January 2024

Head of Procurement: Martin Trim

Signed on behalf of the Head of Procurement

Date: 18/12/2024

Head of Internal Audit: Neale Burns

Signed off by on behalf of the Interim Head of Internal Audit

Date: 23 December 2023

Has the Portfolio Holder(s) been consulted? Yes

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqIA carried out: NO

This is a technical financial report which does not require an EqIA.

EqIA cleared by: N/A

Section 4 - Contact Details and Background Papers

Contact:

Fern Silverio (Head of Service – Collections & Housing Benefits),
Tel: 020-8736-6818 / email: fern.silverio@harrow.gov.uk

Background Papers: None

Call-in waived by the Chair of Overview and Scrutiny Committee: No



Report for: Cabinet

Date of Meeting:	24 January 2024
Subject:	Timetable for the Development of the Council's Policy Framework
Key Decision:	No
Responsible Officer:	Jessica Farmer – Interim Director of Legal and Governance Services
Portfolio Holder:	Councillor Paul Osborn - Leader of the Council, Portfolio Holder for Strategy
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix A – Timetable for Plans and Strategies

Section 1 - Summary and Recommendations

This report advises Cabinet of the timetable for consideration of the plans and strategies comprising the Council's Policy Framework.

Recommendations: That the timetable for the preparation and consideration of the plans and strategies set out at Appendix A be noted and the Monitoring Officer be authorised to vary the timetable if appropriate.

Reason:

To comply with paragraph 3 of the Budget and Policy Framework Procedure Rules in Section 4C of the Council's Constitution.

Introduction

2.1.1 The Council's Constitution sets out the process for the development of the policy framework at paragraph 3 of the Budget and Policy Framework Procedure Rules. In accordance with the Local Authorities (Functions and Responsibilities) Regulations 2000, any approval to the following Plans and Strategies is reserved to the Council:

- Local Implementation Plan
- Community Safety Plan
- Youth Justice Plan

Under the Constitution, the Council's Corporate Plan and Equalities Objectives are also reserved to the Council. Additionally, in 2016 Cabinet agreed that the Corporate Parenting Strategy be submitted for consideration and approval to Cabinet and Council.

The following plans and policies are also reserved to Council:

- Plans and strategies which together comprise the Development Plan
- Gambling Policy
- Licensing Authority Policy Statement

The proposed timetable for consideration of the plans and strategies is set out at Appendix A.

2.1.2 The Constitution requires Cabinet to determine, at the start of each Municipal Year, a timetable for the consideration of the plans and strategies in that year. The timetable at Appendix A shows the dates for consideration of those plans by the Overview and Scrutiny Committee (if appropriate), Cabinet and Council.

2.1.3 The Overview and Scrutiny Committee shall receive any proposed plan or strategy in sufficient time for the proposals to be included in the agenda for a scheduled meeting of the Committee and for it to make a report or recommendations to the meeting of the Council that is to consider the plan or strategy concerned. The Council shall not agree a plan or strategy until the Overview and Scrutiny Committee has had the opportunity, subject to the need for the statutory deadlines to be met, to consider the proposals.

2.1.4 On consideration of a relevant plan or strategy the Council may decide to:

- (a) adopt the Executive's proposals;
- (b) amend the Executive's proposals;
- (c) refer the proposals back to the Executive for further consideration;
- (d) substitute its own proposals in their place.

If the Council decides to adopt the Executive’s proposals, that decision becomes effective immediately. If the Council decides to amend, refer back or substitute the proposals that decision shall come into effect after 5 clear working days from the day on which the Council meeting makes its decision.

However, if the plan or strategy has been amended or substituted, and before the expiry of the 5 clear working days period, the Leader of the Council may give notice to the Director of Legal and Governance Services that he/she objects to some or all of the amendments made by the Council. In these circumstances, the matter shall be referred to the next scheduled meeting of the Executive.

The Executive may agree the proposals of the Council, reaffirm its original proposals, or make further amendments. The decision of the Executive shall then be referred back to the Council. The Council can agree the proposals of the Executive or amend the proposals. The decision made by the Council then becomes effective immediately.

2.1.5 Members should note that when the Council approves a plan or strategy it will also specify the extent of any variation that may be undertaken by the Executive. The Executive may only make such other changes to a plan or strategy, as have been agreed by the Council, in accordance with the procedure for urgent matters set out at paragraph 5 of the Rules.

2.1.6 Once the Council has determined a plan or strategy the Executive shall publish it, including on the Council’s website.

Risk Management Implications

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below.
No

The following key risks should be taken onto account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Failure to publish the Plans may result in the Council failing to meet its statutory obligations.	<ul style="list-style-type: none"> ▪ Once the Council has determined a plan or strategy the Executive shall publish it, including on the Council’s website 	Green
Failure to comply with the Council’s Constitution	<ul style="list-style-type: none"> ▪ Proposed timetable 	Green
Lack of agreement of plans and strategies	<ul style="list-style-type: none"> ▪ Process outlined in main body of this report 	Green

Procurement Implications

There are no procurement implications arising from the report.

Legal Implications

There are no financial or legal implications other than those mentioned in the main body of the report.

Financial Implications

There are no financial other than those mentioned in the main body of the report.

Equalities implications / Public Sector Equality Duty

There are no equality implications arising from the timetabling of the individual plans and strategies.

Council Priorities

The impact on delivery of the Corporate Priorities will be addressed in the reports on the individual plans and strategies. This report has no direct effect on the Corporate Priorities.

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed by the Chief Financial Officer

Date: 24 November 2023

Statutory Officer: Caroline Eccles

Signed on behalf of the Monitoring Officer

Date: 24 November 2023

Chief Officer: Jessica Farmer

Signed off by Interim Director of Legal and Governance Services

Date: 22 December 2023

Head of Procurement: Nimesh Mehta

Signed by the Head of Procurement

Date: 20 November 2023

Head of Internal Audit: Neale Burns

Signed on behalf of the Interim Head of Internal Audit

Date: 20 November 2023

Has the Portfolio Holder(s) been consulted? Yes

Section 4 - Contact Details and Background Papers

Contact: Andrew Seaman, Senior Democratic & Electoral Services Officer, email: andrew.seaman5@harrow.gov.uk

Background Papers: [Council's Constitution](#)

Call-in waived by the Chair of Overview and Scrutiny Committee - No

APPENDIX A

The table below identifies when the policy was last 'seen' and when the policy is 'due' to be seen again. This aligns with the 'Valid till' column which highlights the year the policy expires and how many years the policy applies for.

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Title	Overview and Scrutiny Committee	Cabinet	Council	Valid till
1. Local Implementation Plan	<p><i>The London Mayor's transport strategy (MTS) was approved by the GLA in February 2018 and required Boroughs to prepare a third Local implementation Plan (LIP) to reflect the new strategy.</i></p> <p><i>LIP3 was subsequently developed during 2018/19. The policies (up to 2041) and programme (2019/20 – 2021/22) were subject to public consultation, reviewed by the Overview & Scrutiny Committee in November 2018, approved by the London Deputy Mayor in April 2019, approved by Cabinet in May 2019 and finally adopted by Council in July 2019.</i></p> <p><i>In May 2021 a new Mayoral administration has been elected. It is likely that the existing MTS will remain during this mayoral term and that the next 3-year LIP programme of investment will be required from boroughs. This will cover the period 2022/23 – 2024/25. This is still subject to confirmation from the GLA.</i></p>			
2. Community Safety Plan	Last seen - 6 June 2023 Next due - June 2026	Last seen - 29 June 2023 Next due - June 2026	Last seen - 28 September 2023 Next due – September 2026	2026 (Every 3 years)
3. Youth Justice Plan	Last seen - 7 November 2023 Next due - November 2024	Last seen - 16 November 2023 Next due – November 2024	Last seen - 30 November 2023 Next due – November 2024	2024 (Every year)
4. Corporate Plan and Equalities Objectives	Last seen - 9 February 2023 Next due – February 2026	Last seen - 16 February 2023 Next due – February 2026	Last seen - 23 February 2023 Next due - February 2026	2026 (Every 3 years)
5. Corporate Parenting Strategy	Last seen - Next due - December 2024	Last seen - Next due - January 2025	Last seen - Next due - April 2025	2022 – 2025 (Every 3 years)
6. Gambling Policy	-	Last seen – 18 November 2021 Next due – November 2024	Last seen – 25 November 2021 Next due – November 2024	2024 (Every 3 years)

Title	Overview and Scrutiny Committee	Cabinet	Council	Valid till
7. Licensing Policy	-	Last seen (by Licensing and General Purposes Committee) – 8 February 2023 Next due – February 2028	Last seen – 23 February 2023 Next due – February 2028	2028 (Every 5 years)
8. Local Plan as well as plans and strategies which together comprise the Local Plan	Expected Next Due Date end of 2025.	Draft Local Plan expected February 2024 Expected Next Due Date – December 2025	Expected Next Due Date – End of 2025	(Every 5 years)
	<i>Harrow's current Local Plan ('development plan') comprises five development plan documents: Core Strategy (2012), Development Management Policies (2013), Harrow and Wealdstone Area Action Plan (2013), Site Allocations (2013) and Joint West London Waste Plan (2015), as well as the London Plan (2021). The recent publication of the London Plan (2021) and ongoing changes to planning policy at a national level mean that the Council has commenced a review of the Local Plan. This process includes a number of statutory stages, including consultation, independent examination by the Planning Inspectorate and adoption by full Council. The Planning Policy Working Group will input into the preparation of the Local Plan review and draft and final documents will be considered by Cabinet (and Council when required by Regulation).</i>			

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