



NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP

Wednesday 16 December 2009 at 1.30 pm

Coxwold House, Easingwold Business Park, Stillington Road, Easingwold, York

Agenda

- 1 **Apologies for absence**
- 2 **Minutes of the last meeting of the Partnership held on the 26 June 2009** (Pages 1 - 6)
- 3 **Performance Report** (Pages 7 - 12)
- 4 **Financial Performance April to November 2009** (Pages 13 - 16)
- 5 **Increase in Charges** (Pages 17 - 28)
- 6 **Budget 2010/11** (Pages 29 - 34)
- 7 **Agreement of Variation - Partnership Agreement** (Pages 35 - 42)

EXEMPT ITEMS

- 8 **Staff Reduction** (Pages 43 - 44)
- 9 **Partnership Enlargement** (Pages 45 - 46)
- 10 **Date of Next Meetings**
24 March 2010
16 June 2010

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North Yorkshire Building Control Partnership

held at Coxwold House, Easingwold Business Park, Stillington Road, Easingwold, York.
Friday 26 June 2009

Present

Councillor Cottam
Councillor Hemesley
M Podgorski
P Cresswell
M Burchell

Representing

Ryedale District Council
Ryedale District Council
Senior Admin Officer – North Yorkshire Building Control
Corporate Director (s151) – Ryedale District Council
Group Accountant – Ryedale District Council

Councillor Mackman
Councillor Deans
K Dawson
K Iveson

Selby District Council
Selby District Council
Head of Development Services - Selby District Council
Head of Finance & Central - Selby District Council

Councillor Baker
Councillor Greenwell
D Simpson

Hambleton District Council
Hambleton District Council
Head of Resources – Hambleton District Council

Councillor Bastiman
Mr D Archer

Scarborough Borough Council
Strategic Director - Scarborough Borough Council

Mr L Chapman

Building Control Manager

Minutes

BCP.1 Election of Chairman

Resolved

That Councillor R Baker be elected Chairman of the North Yorkshire Building Control Partnership for the ensuing year.

Councillor Baker thanked Members for his election and took the Chair.

BCP.2 Appointment of Vice-Chairman

Resolved

That Councillor D Bastiman be appointed Vice-Chairman of the North Yorkshire Building Control Partnership for the ensuing year.

Councillor Bastiman thanked Members for his appointment.

BCP. 3 Apologies for Absence

Apologies for absence were received from Councillor Allanson.

BCP.4 Minutes

The minutes of a meeting of the North Yorkshire Building Control Partnership held on the 6 February 2009 were presented.

Resolved

That the minutes of a meeting of the North Yorkshire Building Control Partnership held on the 6 February 2009 be approved.

BCP.5 Statement of Accounts 2008/2009

The Building Control Manager submitted a report (previously circulated) that sought Members approval of the Statement of Accounts for 2008/2009.

Members were advised that the additional income to be paid by each authority was approximately £5,000 below revised estimates. This had been achieved by a reduction in expenditure.

Councillor Mackman thanked the Building Control Manager for the hard work that had gone in to addressing the budget deficit.

Councillor Bastiman thanked the Corporate Director (s151) and his team for all their efforts in providing accountancy services and paid tribute to Councillor Mackman for his guidance during the financial downturn.

Resolved

- (i) That the proposed Statement of Accounts for the financial year 2008/2009, set out in Annex A of the report, be adopted;
- (ii) That the 2008/2009 Annual Return, set out in the report, be approved.

BCP.6 Internal Audit Report

The Building Control Manager submitted a report (previously circulated).

The Audit Report flagged up five items for action. Four items have already been dealt with. The remaining item requires a review of expenses to be undertaken over the next 6 months. A further report will be submitted to the Board in December 2009.

The Audit Report also identified potential savings through the greater use of information technology, by the implementation of an 'end to end' building control solution.

It was noted that turnover is likely to exceed £1,000,000 in the financial year 2009/2010 and that the Partnership will be required to undergo an on-site external audit.

Resolved

- (i) That the Audit Report, set out in Appendix 1 of the report, is noted and that the actions and recommendations be implemented;
- (ii) That the Accountancy Section for each Council be thanked for their valued assistance.

BCP.7 Fire Evacuation Policy

The Building Control Manager submitted a report (previously circulated) to approve the Fire Evacuation Policy, following consultation with the North Yorkshire Fire Service.

Resolved

That the Fire Evacuation Policy, drawn up in conjunction with North Yorkshire Fire Service set out in Appendix 1, be approved.

BCP.8 Performance Report

The Building Control Manager submitted a report (previously circulated). All performance statistics are now incorporated on the Covalent Performance Management Software. Data is input on a monthly, quarterly and annual basis.

The report, in Appendix 1, sets out the end of year performance for 2008/09. An explanation was given where targets were not met. Appendix 2 indicates the partnership's performance for the first two months of the current financial year. Of the six targets reported on a monthly basis, all have been achieved.

Members will receive a quarterly performance statement together with a quarterly financial monitoring statement of income and expenditure. In addition Members and each Council's 151 Officer will receive monthly income reports.

Councillor Baker requested that subject headings be included at the top of each sheet of the report.

Councillor Bastiman proposed that the Board send all Partnership staff a letter to thank them for 'pulling together' during the recent months of

uncertainty.

Resolved

- (i) That the performance, set out in Appendix 1 and 2, be noted;
- (ii) That the current levels of monitoring continue, with the position being reviewed in September.
- (iii) That subject headings be included on each page of the Covalent Performance Report;
- (iii) That the Building Control Manager draws up a letter of thanks to be issued to all staff and signed by both Councillor Baker (Chairman) and Councillor Mackman (Previous Chairman).

BCP.9 Revisions to Legal Agreement

The Building Control Manager submitted a report (previously circulated), set out in Appendix 1.

Councillor Baker explained the reasons for the revisions highlighted in the report. A full discussion took place where Members strongly voiced their concerns relating to the reduced Governance and Member participation.

Discussion also took place regarding the wording of the Legal Agreement in relation to redundancy/retirement costs and delegated powers. Further clarification was sought from Legal Officers relating to the wording of the Agreement.

Resolved

- (i) That the number of voting Members for each partner Council remain at two;
- (ii) That reference to 'retirement costs on the grounds of efficiency of the service retained by the partner Councils is removed'; needs be looked at further and brought back to the September Board meeting.
- (iii) That a Council Member to be present from at least three Councils to form a quorum be looked at further and brought back to the September Board meeting.
- (iv) That delegated authority be given to the Building Control Manager to finalise the terms of the revised Legal Agreement for the Partnership after consultation with partner Councils be looked at further and brought back to the September Board Meeting.

BCP.10 Information Items

Health and Safety

No incidents to report.

All site staff have been issued with first aid kits and one First Aiders has recently undertaken and passed a refresher course.

Debt

The current level of debt stands at £34,000. One of the Partnership's debtors has recently gone into receivership. The relevant forms have been completed and forward to the Administrator.

BCP.11 Dates of Meetings

Resolved

Councillor Baker emphasised that Board Meeting dates for the forthcoming year had been set and that Members should endeavour to make sure they are available to attend.

That the dates of the Board Meeting for the forthcoming year are as follows:-

23 September 2009

16 December 2009

24 March 2010

30 June 2010

The foregoing minutes were signed at a meeting of the North Yorkshire Building Control held on 23 September 2009 in pursuance of a resolution for the purpose passed at such meeting.

.....
Chairman.

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Agenda Item:



Ryedale District Council

REPORT TO: North Yorkshire Building Control Partnership Board

DATE: 16 December 2009

REPORTING OFFICER: Les Chapman
Head of Building Control

SUBJECT: Performance

1.0 PURPOSE OF REPORT

- 1.1 To receive a report on the Building Control Partnership's operational performance from 1 April 2009 to 30 November 2009.

2.0 RECOMMENDATIONS

- 2.1 That the Report be noted.

3.0 BACKGROUND

- 3.1 To provide Members with information on the current position within the Partnership on performance management issues.

4.0 POLICY CONTEXT

- 4.1 This policy falls within the Partnership's objectives and values in providing excellence in customer services, delivery of a high quality service and respecting our employees and responding to their needs.

5.0 REPORT

- 5.1 Performance
-

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
16 December 2009

5.2 Set out in Appendix 1 is the Covalent performance report from 1 April 2009 to 30 November 2009.

5.3 BC1 & 2

Members will note that the Partnership failed to meet its targets for 2008/9. However, following the restructuring and consolidating plan checking at the Partnership's office at Easingwold performance in checking full plans and accepting Building Notices is well above target.

5.4 BC3

This indicator relates to full plans being approved within the statutory time limits. Three applications have exceeded the time limits.

5.5 BC5

Following a significant improvement last year on undertaking site inspections on day of notification, this trend is continuing during the current year.

5.6 BC6

Issuing of completion certificates improved last year on the previous year and the trend is continuing during the current year with a 97% issue rate during November 2009. This improvement is primarily due to changes in the notification process by Building Control Officers to the admin section.

5.7 BC12

Percentage of market share – Housing. This has significantly improved over the first half year partly due to increased marketing activity as well as the Partnership being able to offer a more comprehensive range of products through our links with LABC warranties. These include sound and air pressure testing, sustainable home assessments, energy certificates and Home Information Packs. This trend may be reversed in the future when the large volume developers who have in the past used our competitors start to bring forward new housing sites but with the smaller and one-off developers continuing to use the Partnership.

5.8 BC13

For the first time in nine years the market share in Schedule 2/3 Domestic and Commercial developments has dipped below target. This reduction is due to greater Approved Inspector activity moving into the domestic market as a result of recessionary pressures in the commercial market.

5.9 BC 15

Customers consider the service to be good/excellent. The general trend is upwards with 92% of customers considering that the Partnership delivers a good/excellent service. The increased number of positive comments returned on the service questionnaires confirms this.

5.10 BC 16

Income generated from Partnership applications to equal loss to competition – significant downturn in this area mainly due to the slow down in commercial/industrial work, which was previously submitted to the Partnership. It is anticipated that this will improve over the second half of this financial year. However, with the growing trend of Approved Inspector applications it is unrealistic to assume this target will be achieved.

6.0 TRAINING

6.1 The Partnership continues to hold bi-monthly CPD events for Officers.

6.2 Karen Phillips and Gary Darley have satisfactorily completed a course run by LABC on building control administration aimed at developing their skills and understanding in dealing with customer enquiries, exemptions etc.

6.3 Helen Winfield and Simon Nichol have satisfactorily completed a course in Housing, Health & Safety Rating Systems (Decent Homes Surveys), which will enable the Partnership to undertake surveys on behalf of Hambleton District Council.

6.4 Michelle Lanaghan has successfully completed year 4 of a part-time five year BSC Honours Degree in Building Surveying at Leeds Metropolitan University.

6.5 Angela Samuels has successfully completed year 1 of a two year Diploma in Fire Engineering at Leeds College of Building.

6.6 Simon Nichol has completed year 1 of a five year BSC Honours degree in Building Surveying at Northumbria University.

6.7 Robert Harper has completed a Diploma in Management Studies at York University.

6.8 Julie Chapman has commenced a part-time HNC in Construction at York College. The Partnership has agreed changes to her work pattern to

facilitate her attendance, as this course is not directly related to her current post.

7.0 CUSTOMER AND AGENT SURVEYS

7.1 A copy of the results for the first two quarters of 2009/10 customer surveys have been emailed to Members and a hard copy will be available at the meeting.

8.0 LEGAL IMPLICATIONS

8.1 There are no legal implications.

9.0 RISK ASSESSMENT

9.1 By not monitoring its performance against the Business Plan and corporate objectives the Partnership risks service failure and not meeting the expectations of customers, partner authorities and CPA requirements.

10.0 CONCLUSION

10.1 It is essential that the Board continue to monitor the Partnership's performance against the Business Plan to ensure each partner authority receives an efficient and effective building control service.












Background Papers: Previous Board Minutes

OFFICER CONTACT:

Please contact Les Chapman, Head of Building Control if you require any further information on the contents of this report. The officer can be contacted on 01347 825760 or at les.chapman@nybcp.org

Building Control Pls November - 2009-10

Report Type: Pls Report
Generated on: 09 December 2009

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				

PI Code	Short Name	2008/09	Q1 2009/10	Q2 2009/10	October 2009	November 2009	Current Target	Long Term Trend Arrow	Short Term Trend Arrow	Traffic Light Icon	Note
		Value	Value	Value	Value	Value					
BC 1	Check full plan applications within 14 days (Bldg Control)	82%	98%	98%	98%	100%	90%				
BC 2	% of Building Notices accepted in 2 working days (was LPI 47)	90%	98%	96%	97%	98%	93%				
BC 3	% Full Plans approved within statutory time period 2 months - Building Control (was LPI 46)	99.3%	99.9%	99.9%	100.0%	99.2%	100.0%				
BC 4	Full Plans applications approved first time.	96%	97%	94%	91%	93%	90%				
BC 5	Site Inspections undertaken on day of notification	99.7%	99.5%	99.9%	No data for this range	No data for this range	92.0%				Achieved with improvement on previous year
BC 6	Completion Certifications issued within 5 days of notified satisfactory inspection	75%	86%	82%	77%	97%	80%				
BC 7	An average of 7 inspections undertaken per development.	8.4	No data for this range	No data for this range	No data for this range	No data for this range	7.0				Exceeded target - Need to review level of delivery
BC 8	Dangerous structures inspected within 2 hours.	100%	No data for this range	No data for this range	No data for this range	No data for this range	82%				Achieved with an increase in applications
BC 9	Response Rate to complaints in accordance with the Partnership's Complaints Procedure	70%	100%	100%	100%	100%	95%				
BC 10	Fire Authority Satisfaction	96%	100%	100%	No data for this range	No data for this range	80%				Achieved with significant improvement

PI Code	Short Name	2008/09	Q1 2009/10	Q2 2009/10	October 2009	November 2009	Current Target	Long Term Trend Arrow	Short Term Trend Arrow	Traffic Light Icon	Note
		Value	Value	Value	Value	Value					
BC 11	Local Disability Groups Satisfaction	0%	0%	0%	No data for this range	No data for this range	80%				Not recorded due to only one area having Active Disability Group
BC 12	% of Market Share within Schedule 1 (figures are for each qtr)	57%	60%	83%	No data for this range	No data for this range	60%				
BC 13	% of Market Share within Schedule 2 & 3 Domestic and Commercial Developments	93%	88%	88%	No data for this range	No data for this range	90%				
BC 14	No. of hours CPD Training by professional staff every year (Annual Target 35hrs)	38.50hrs	9.50hrs	18.00hrs	No data for this range	No data for this range	17.50hrs				
BC 15	Customers consider the service to be Good/Excellent	85%	84%	92%	No data for this range	No data for this range	80%				
BC 16	Income gained through LABC partnership applications to equal income lost to competition in Schedule 2 & 3	39%	5%	8%	No data for this range	No data for this range	100%				Failed due to market slowdown in commercial sector.



Ryedale District Council

REPORT TO:	North Yorkshire Building Control Partnership Board
DATE:	16 December 2009
REPORTING OFFICER:	Les Chapman Head of Building Control
SUBJECT:	Financial Performance April – November 2009

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present Members with details of the financial performance of the North Yorkshire Building Control Partnership for the months of April to November 2009 inclusive.

2.0 RECOMMENDATIONS

- 2.1 Members are requested to note the financial performance of the North Yorkshire Building Control Partnership for the period 1 April to 30 November 2009.

3.0 BACKGROUND

- 3.1 This report shows the financial performance of the North Yorkshire Building Control Partnership for the period 1 April to 30 November 2009.
- 3.2 This is the first financial monitoring report of this financial year.
- 3.3 The budget for 2009/10, which is the subject of an earlier approval of this Board, has been profiled to the end of November 2009 based on estimated patterns of expenditure and income streams.
- 3.4 The report has been produced using actual income and expenditure figures and taking into account known commitments to November 2009.

**NORTH YORKSHIRE BUILDING CONTROL
PARTNERSHIP BOARD**

16 December 2009

4.0 POLICY CONTEXT

- 4.1 The North Yorkshire Building Control Partnership has a duty to exercise effective financial management through the production of regular financial monitoring reports in line with the host council's constitution, including the financial regulations and standing orders.

5.0 REPORT

- 5.1 Annex A summarises the income and expenditure for the chargeable and non-chargeable accounts to 30 November 2009, together with the reserve balance as at that date.
- 5.2 The overall surplus for the North Yorkshire Building Control Partnership for the period 1 April to 30 November 2009 is £33,725 against a profiled original budget of £2,750.
- 5.3 The balance on the reserve account as at 30 November 2009 is (£21,621) having taken into account redundancy costs.
- 5.4 As at 30 November 2009 the Partner authorities would have to contribute £31,621 or (£7,905 each) in order to maintain a minimum balance on the reserve account of £10,000.
- 5.5 Using the original budget approved by the Board in February this year the overall deficit for 2009/10 is projected to be £16,125 with an estimated balance on the reserve account as of 31 March 2010 of (£71,471) again having taken account of redundancy costs. The Partners are therefore estimated to contribute £81,471 (or £20,368 each) for the 2009/10 financial year to meet the minimum level of reserve requirement. This assumes expenditure and income remains in line with the profiled original budget for the period 1 December 2009 to 31 March 2010.

Chargeable Account

- 5.6 For the period to 30 November 2009, the chargeable account shows a surplus of £18,144 against a profiled budgeted surplus of £10,630.
- 5.7 The income is indicating a reduction of £22,128, which is offset by savings in expenditure of £29,642 principally in the area of supplies and services with minor savings on premises and employee costs.

Non Chargeable Account

- 5.8 For the period to 30 November 2009, the non-chargeable account shows a surplus of £15,581 against a profiled budgeted deficit of £7,880.

5.9 The improvement in the non-chargeable area is that income is up by £18,321 with further savings on expenditure of £5,140.

6.0 FINANCIAL IMPLICATIONS

6.1 The financial implications are as detailed in this report.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications resulting from the contents of this report.

8.0 RISK ASSESSMENT

8.1 Regular financial monitoring reports provided to the Head of Building Control and the Board will help to reduce the risk of unexpected overspends on budgets and falls in income by enabling early preventative or remedial action to be taken.

8.2 The shortfall in chargeable income for the period to 30 November 2009 is due to the continuing uncertainty within the construction industry. However, it is anticipated that confidence will increase in early 2010.

9.0 CONCLUSION

9.1 For the period 1 April to 30 November 2009, the revenue account for the North Yorkshire Building Control Partnership is showing a modest surplus of £33,725.

9.2 The financial position of the Partnership will require close monitoring during the remainder of 2009/10.

OFFICER CONTACT:

Please contact Les Chapman, Head of Building Control on 01347 825760 or email les.chapman@nybcp.org or Mandy Burchell, Group Accountant (Ryedale District Council) on 01653 600666 ext 389 or e-mail mandy.burchell@ryedale.gov.uk if you require any further information on the contents of this report.

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
FINANCIAL STATEMENT FOR THE PERIOD 1 APRIL 2009 TO 30 NOVEMBER 2009

	2009/2010 Original Budget £	2009/2010 Revised Budget £	Revised Budget to 30/11/09 £	Actual to 30/11/09 £
REVENUE ACCOUNT				
CHARGEABLE ACCOUNT				
INCOME	1,079,540	1,079,540	755,620	733,492
EXPENDITURE				
Employees	892,890	892,890	595,730	592,993
Premises	47,240	47,240	37,350	35,803
Supplies & Services	122,620	122,620	77,410	52,052
Central Departmental Support	51,780	51,780	34,500	34,500
Gross Expenditure	1,114,530	1,114,530	744,990	715,348
CHARGEABLE SURPLUS/(DEFICIT)	(34,990)	(34,990)	10,630	18,144
NON CHARGEABLE ACCOUNT				
INCOME	182,590	182,590	121,670	139,991
EXPENDITURE				
Employees	169,120	169,120	112,760	112,050
Premises	5,740	5,740	4,390	3,978
Supplies & Services	9,290	9,290	5,370	1,352
Central Departmental Support	10,550	10,550	7,030	7,030
Gross Expenditure	194,700	194,700	129,550	124,410
NON CHARGEABLE SURPLUS/(DEFICIT)	(12,110)	(12,110)	(7,880)	15,581
REVENUE ACCOUNT SURPLUS/(DEFICIT)	(47,100)	(47,100)	2,750	33,725

RESERVE ACCOUNT

BALANCE AS AT 1 APRIL 2009		10,000
REVENUE ACCOUNT SURPLUS/(DEFICIT) 1 April 2009 to 30 November 2009	33,725	
REDUNDANCY COSTS	(65,346)	(31,621)
BALANCE AS AT 30 NOVEMBER 2009		(21,621)
CONTRIBUTION FROM/(TO) PARTNERS		31,621
REVISED BALANCE AS AT 30 NOVEMBER 2009		10,000

Agenda Item:



Ryedale District Council

REPORT TO: North Yorkshire Building Control Partnership Board

DATE: 16 December 2009

REPORTING OFFICER: Les Chapman
Head of Building Control

SUBJECT: Proposed Increase In Charges

1.0 PURPOSE OF REPORT

- 1.1 To revise the Building Regulation Charges for the Building Control Partnership for the financial year 2010/11.

2.0 RECOMMENDATIONS

The scale of charges as set out in Appendix 1 is adopted with effect from 1 April 2010

3.0 BACKGROUND

- 3.1 Members will be aware that in April 1999 changes to the Building (Local Authority charges) Regulation 1998 required each Authority to establish charges to recover cost for the delivery of their Building Regulation service and in accordance with CIPFA guidance.
- 3.2 Members will also be aware that when setting the charges for the current year the level of increase reflected the Board's aspirations to achieve a balanced budget in 2010/11 and thereafter returning a surplus.
- 3.3 The proposed Budget for 2010/11 is based on a 4% increase in charges and 3% growth. This is in line with the recovery plan agreed by the Partnership Board in February this year.

4.0 POLICY CONTEXT

- 4.1** This policy will have an effect on the implementation of the North Yorkshire Building Control Partnership's Business Plan.

5.0 REPORT

- 5.1** In the proposed charges as set out in Appendix 1, there is an increase of 4% on the base charge. This figure has been rounded to the nearest whole pound for convenience.
- 5.2** In Schedule 1 the first five dwellings have been increased by 4% rounded to the nearest whole pound with the cost of applications for between five and twenty remaining unchanged and the cost of applications above twenty increased by £14 including VAT per dwelling. The increase has been placed on the inspection charge leaving the deposit charge unchanged.
- 5.3** It is proposed that charges in Schedule 2, domestic extensions etc, are increased by 4% rounded to the nearest whole pound. An additional category for extensions exceeding 60 square metres has been introduced to simplify the charging procedure for applicants. The split between the deposit charge and the inspection charge has been changed to increase the deposit charge which will improve cash flow and also reduce the potential impact on budget should the proposed changes to the Fee Regulations become effective whereby restrictions on the use of Building Notices will have a significant impact on income. It is proposed in "The Future of Building Control" that the majority of plans must be deposited through the Full Plans procedure. This requires a deposit charge to be submitted with the application and an inspection charge to be issued when work commences. Building Notices require all fees to be paid at the time of deposit. The current ratio of Full Plans to Building Notices is approximately 45 to 55% respectively. Members will be aware that any change to these regulations will have an impact on the Partnership's cash flow.
- 5.4** The charge within Schedule 3 will remain unchanged as the level of charge fluctuates with the estimated cost of work. However, it is proposed that the banding be amended by the deletion of the zero to £1000 range and that estimated costs between £5,000 and £50,000 are ranged in five thousand pound bands. Estimates of costs in excess of £50,000 are to be referred to Senior Officers to determine discounts

6 FINANCIAL IMPLICATIONS

- 6.1** It is anticipated that by adopting these revised charges the overall impact on the Budget will be an increase of approximately £60,000, which has been accounted for in the proposed budget for 2010/11.

7 LEGAL IMPLICATIONS

- 7.1** The Board are required to publish Building Control Charges.

8 RISK ASSESSMENT

- 8.1** By not increasing the scale of charges there is a possibility that the Partnership will not be able to achieve its proposed income therefore increasing its deficit and extending the period of recovery, which will impact on future investment and service delivery.

9 CONCLUSION

It is essential that the charges are set at an appropriate level and within the guidelines of the LGA Model Scheme of Charges to deliver locally accountable building control services, whilst remaining competitive against charges set by Approved Inspectors.

Background Papers: The Budget Report February 2009.

OFFICER CONTACT:

Please contact Les Chapman, Head of Building Control if you require any further information on the contents of this report. The officer can be contacted on 01347 825760, or at les.chapman@nybcp.org.

Explanatory Notes

Before you build, extend or convert, you or your agent must advise your local authority either by submitting Full Plans or a Building Notice. The charge payable depends on the type of work, the number of dwellings in a building and the total floor area. The following tables may be used in conjunction with the current Charge Regulations to calculate the amount. If you have difficulty in calculating the charge please contact us on 01347 822703. **Please make cheques payable to North Yorkshire Building Control.**

Note: from 1 January 2009 a charge of £40.00 plus VAT (£47.00) will be made for applications that are withdrawn or returned.

Full Plans You will pay a plan charge at the time of submission to cover the approval or rejection. For most types of Full Plans submissions, an inspection charge covering all site visits will be payable following the first inspection.

Building Notice The appropriate Building Notice charge is payable at the time of submission and covers all necessary checks and site visits. The charge is equivalent to the sum of the relevant plan charge and inspection charge.

Regularisation Certificate In respect of unauthorised building work, commenced on or after 11 November 1985, you will pay a Regularisation charge to cover the cost of assessing your application and all inspections. The charge is equivalent to the Building Notice charge (ex VAT) plus 20%.

With the exception of the Regularisation charge, all local authority charges are subject to VAT at the appropriate rate.

For Schedule 1 work (consists of 3 or more dwellings) or Schedule 3 work (costing more than £50,000) discounts may be applicable. Contact the Building Control Manager on 01347 822703.

Schedule 1 Charges for small domestic buildings eg certain new dwelling houses and flats. Applicable where the total internal floor area of each dwelling, excluding any garage or carport does not exceed 300m² and the building has no more than three storeys, each basement level being counted as one storey. In any other case, Schedule 3 applies.

Schedule 2 Where work comprises more than one domestic extension the total internal floor areas of all storeys of all the extensions shown on the application may be added together to determine the relevant charge. If the extension(s) exceed 60m² or three storeys in height then Schedule 3 applies - refer footnotes.

Schedule 3 Applicable to all other building work not covered by Schedules 1 or 2. Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application excluding VAT. Where the charge is based on total estimated cost of the work a reasonable estimate will be required, which must be deposited with the application. In cases where the local authority considers an estimate to be unreasonable, or where no estimate or charge is supplied, the Partnership is authorised to treat plans as if they had not been deposited.

Electrical Installations - if you are using an electrical installer who is a member of the 'Competent Persons Scheme' no application is required to the local authority. Notification of compliance will be given to the local authority automatically. Members of the approved scheme include NICEIC, NAPIT, BSI, ELECSA.

For **electrical work ONLY** - If you are using a Registered Electrician who can sign a BS7671 Certificate you will need to submit a Building Regulations Application to the local authority who will inspect the work at First Fix. The Registered Electrician will then certify the work and supply a copy of the Certificate to the local authority. **Note** a charge will be required. The charge for this will be Schedule 2 (8)(b). No additional charge is required if the electrical work is part of other work such as an extension, loft conversion, new building etc.

If the person carrying out the electrical works is neither a member of the 'Competent Person Scheme' or a Registered Electrician you can either engage a 'Competent Person' who will inspect, test and certify the installation on your behalf or alternatively you will need to submit a Building Regulation Application and the local authority will engage a 'Competent Person' to inspect, test and certify the work. **Note** a charge will be required (see Page 3 (8a)). If the required electrical work is part of other work such as an extension, loft conversion, new building etc then an additional charge will be required.

Exemptions/reductions in charges: Where plans have been either approved or rejected no further plan charge is payable on resubmission for the same work

Works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within certain of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948 applies and as by Section 8 (2) of the Mental Health Act 1959.

These notes are for guidance only and do not substitute for Statutory Instrument 1998 No 3129 which contains the full statement of the law.

Schedule 1: Charges for small domestic buildings

Number of Dwellings	FULL PLANS SUBMISSIONS						BUILDING NOTICES		
	Plan Charge			Inspection Charge			Building Notice Charge		
	FEE £	VAT £	Total	FEE £	VAT £	Total	FEE £	VAT £	Total
1	140.00	24.50	164.50	373.50	65.36	438.86	513.50	89.86	603.36
2	195.00	34.13	229.13	527.00	92.23	619.23	722.00	126.36	848.36
3	260.00	45.50	305.50	670.12	117.27	787.39	930.12	162.77	1092.89
4	320.00	56.00	376.00	803.05	140.53	943.58	1,123.05	196.53	1,319.58
5	380.00	66.50	446.50	945.95	165.54	1,111.49	1,325.95	232.04	1,557.99
6	450.00	78.75	528.75	1,005.65	175.99	1,181.64	1,455.65	254.74	1,710.39
7	465.00	81.38	546.38	1,141.96	199.84	1,341.80	1,606.96	281.22	1,888.18
8	480.00	84.00	564.00	1,277.39	223.54	1,500.93	1,757.39	307.54	2,064.93
9	495.00	86.63	581.63	1,413.70	247.40	1,661.10	1,908.70	334.02	2,242.72
10	510.00	89.25	599.25	1,590.87	278.40	1,869.27	2,100.87	367.65	2,468.52
11	515.00	90.13	605.13	1,725.87	302.03	2,027.90	2,240.87	392.15	2,633.02
12	520.00	91.00	611.00	1,861.74	325.80	2,187.54	2,381.74	416.80	2,798.54
13	525.00	91.88	616.88	2,007.17	351.25	2,358.42	2,532.17	443.13	2,975.30
14	530.00	92.75	622.75	2,143.04	375.03	2,518.07	2,673.04	467.78	3,140.82
15	535.00	93.63	628.63	2,278.04	398.65	2,676.69	2,813.04	492.28	3,305.32
16	540.00	94.50	634.50	2,413.91	422.43	2,836.34	2,953.91	516.93	3,470.84
17	545.00	95.38	640.38	2,548.91	460.06	2,994.97	3,093.91	541.43	3,635.34
18	550.00	96.25	646.25	2,684.78	469.84	3,154.62	3,234.78	566.09	3,800.87
19	555.00	97.13	652.13	2,819.78	493.46	3,313.24	3,374.78	590.59	3,965.37
20	560.00	98.00	658.00	2,954.78	517.09	3,471.87	3,514.78	615.09	4,129.87
	For each dwelling in excess of 20 add £5.88 inclusive of VAT			For dwellings in excess of 20 add £134.12 inc VAT			For dwellings in excess of 20 add £140.00 inc VAT		

NOTE: For developments of three or more dwellings discounts may apply. For further information please contact Building Control - details on Page 1.

Schedule 2: Charges for certain small buildings, extensions and alterations

Type of Work	FULL PLANS SUBMISSIONS				BUILDING NOTICES	
	Plan Charge		Inspection Charge		Building Notice Charge	
	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £
1) Erection or extension of a detached or attached building which consists of a garage or carport or both having a floor area not exceeding 40m in total and intended to be used in common with an existing building, and which is not an exempt building.	132.77	156.00	included in plan charge	included in plan charge	132.77	156.00
2) Erection or extension of a detached or attached building which consists of a garage or carport or both having a floor area exceeding 40m but does not exceed 60m in total and intended to be used in common with an existing building, and which is not an exempt building.	265.54	312.00	included in plan charge	included in plan charge	265.54	312.00
						Cont'd

Schedule 2: Charges for certain small buildings and extensions

Type of Work	FULL PLANS SUBMISSIONS				BUILDING NOTICES	
	Plan Charge		Inspection Charge		Building Notice Charge	
	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £
3) Any extension of a dwelling the total floor area of which does not exceed 10m ² including means of access and work in connection with that extension.	265.54	312.00	included in plan charge	included in plan charge	265.54	312.00
4) Any extension of a dwelling the total floor area of which exceeds 10m ² but does not exceed 40m ² including means of access and work in connection with that extension.	170.22	200.00	223.83	263.00	394.04	463.00
5) Any extension of a dwelling the total floor area of which exceeds 40m ² but does not exceed 60m ² including means of access and work in connection with that extension.	170.22	200.00	342.98	403.00	513.19	603.00
6) Any extension of a dwelling the total floor area of which exceeds 60m ² including means of access and work in connection with that extension.	170.22	200.00	385.53	453.00	555.75	653.00
7) Any extension or alteration of an existing dwelling consisting of the provision of one or more rooms in the roof space, including means of access.	170.22	200.00	223.83	263.00	394.04	463.00
8) Replacement Windows -						
Installation of one window or door					45.11	53.00
Installation of more than one window/door					68.09	80.00
9) Electrical Installations -						
a) Where the installer is not a member of the 'Competent Persons Scheme' or a Registered Electrician.					261.28	307.00
b) Where the work applies ONLY to an electrical installation and the installer is a Registered Electrician who can sign a BS7671 Certificate.					68.09	80.00
10) Alternative Energy Sources (small scale solar panels, heat pumps, wind generators etc)					68.09	80.00

Schedule 3: FEES FOR OTHER WORK - estimated cost of work

£	Plan Fee			Inspection Fee			Building Notice		
	Net Fee £	VAT £	Gross Fee £	Net Fee £	VAT £	Gross Fee £	Net Fee £	VAT £	Gross Fee £
0 – 2000	110	19.25	129.25	—	—	—	110.00	19.25	129.25
2001 – 5000	165	28.88	193.88	—	—	—	165.00	28.88	193.88
5001 – 10,000	52.50	9.19	61.69	157.50	27.56	185.06	210.00	36.75	246.75
10,001 – 15,000	63.75	11.16	74.91	191.25	33.47	224.72	255.00	44.63	299.63
15,001 – 20,000	75.00	13.13	88.13	225.00	39.38	264.38	300.00	52.50	352.50
20,001 – 25,000	85.00	14.88	99.88	255.00	44.63	299.63	340.00	59.50	399.50
25,001 – 30,000	95.00	16.63	111.63	285.00	49.87	334.87	380.00	66.50	446.50
30,001 – 35,000	105.00	18.38	123.38	315.00	55.12	370.13	420.00	73.50	493.50
35,001 – 40,000	115.00	20.13	135.13	345.00	60.37	405.38	460.00	80.50	540.50
40,001 – 45,000	125.00	21.88	146.87	375.00	65.62	440.63	500.00	87.50	587.50
45,001 – 50,000	135.00	23.63	158.63	405.00	70.87	475.88	540.00	94.50	634.50
50,001 - 100,000	<i>Add £2.00 ex VAT for each £1000 (or part thereof) over £25,000 up to £100,000</i>			<i>Add £6.00 ex VAT for each £1000 (or part thereof) over £25,000 up to £100,000</i>			<i>Add £8.00 ex VAT for each £1000 (or part thereof) over £25,000 up to £100,000</i>		
100,000	235.00	41.13	276.13	705.00	123.38	828.38	940.00	164.50	1,104.50
100,000 - 1m	<i>Add £0.88 ex VAT for each £1000 (or part thereof) over £100,000 up to £1m</i>			<i>Add £2.62 ex VAT for each £1000 (or part thereof) over £100,000 up to £1m</i>			<i>Add £3.50 ex VAT for each £1000 (or part thereof) over £100,000 up to £1m</i>		
1m	1,027.00	179.73	1,206.73	3,063.00	536.03	3,599.03	4,090.00	715.75	4,805.75
1m-10m	<i>Add £0.69 ex VAT for each £1000 (or part thereof) over £1m up to £10m</i>			<i>Add £2.06 ex VAT for each £1000 (or part thereof) over £1m up to £10m</i>			<i>Add £2.75 ex VAT for each £1000 (or part thereof) over £1m up to £10m</i>		
10m	7,210.00	1,261.75	8,471.75	21,630.00	3,785.25	25,415.25	28,840.00	5,047.00	33,887.00
Over 10m	<i>Add £0.50 ex VAT for each £1000 (or part thereof) over £10m</i>			<i>Add £1.50 ex VAT for each £1000 (or part thereof) over £10m</i>			<i>Add £2.00 ex VAT for each £1000 (or part thereof) over £10m</i>		

NOTE: For developments in excess of £50,000 discounts may apply. For further information please contact Building Control - details on Page 1.

Footnotes

1 Detached garages and carports having an internal floor area not exceeding 30m are "exempt buildings" providing in the case of a garage it is sited not less than one metre from all boundaries or alternatively it is constructed substantially of non-combustible materials. Extensions comprising a carport must be open on at least two sides.

2 Full Plans submissions for work costing less than £5,000 must be accompanied by the total charge at the time of deposit. The plan charge for work costing more than £5,000 is as set out in Schedule 3. This charge must be deposited with the Full Plans submissions. The inspection charge will be invoiced for the appropriate amount which will be sent after the first inspection of work has been made.

Schedule 3: FEES FOR OTHER WORK

Estimated cost of work

£	Plan Fee			Inspection Fee			Building Notice		
	Net Fee £	VAT £	Gross Fee £	Net Fee £	VAT £	Gross Fee £	Net Fee £	VAT £	Gross Fee £
0 – 2000	110	19.25	129.25	—	—	—	110.00	19.25	129.25
2001 – 5000	165	28.88	193.88	—	—	—	165.00	28.88	193.88
5001 – 10,000	52.50	9.19	61.69	157.50	27.56	185.06	210.00	36.75	246.75
10,001 – 15,000	63.75	11.16	74.91	191.25	33.47	224.72	255.00	44.63	299.63
15,001 – 20,000	75.00	13.13	88.13	225.00	39.38	264.38	300.00	52.50	352.50
20,001 – 25,000	85.00	14.88	99.88	255.00	44.63	299.63	340.00	59.50	399.50
25,001 – 30,000	95.00	16.63	111.63	285.00	49.87	334.87	380.00	66.50	446.50
30,001 – 35,000	105.00	18.38	123.38	315.00	55.12	370.13	420.00	73.50	493.50
35,001 – 40,000	115.00	20.13	135.13	345.00	60.37	405.38	460.00	80.50	540.50
40,001 – 45,000	125.00	21.88	146.87	375.00	65.62	440.63	500.00	87.50	587.50
45,001 – 50,000	135.00	23.63	158.63	405.00	70.87	475.88	540.00	94.50	634.50

NOTE: For developments in excess of £50,000 please contact Building Control - details on Page 1.

Footnotes

1 Detached garages and carports having an internal floor area not exceeding 30m² are "exempt buildings" providing in the case of a garage it is sited not less than one metre from all boundaries or alternatively it is constructed substantially of non-combustible materials. Extensions comprising a carport must be open on at least two sides.

2 Full Plans submissions for work costing less than £5,000 must be accompanied by the total charge at the time of deposit. The plan charge for work costing more than £5,000 is as set out in Schedule 3. This charge must be deposited with the Full Plans submissions. The inspection charge will be invoiced for the appropriate amount which will be sent after the first inspection of work has been made.

NORTH YORKSHIRE BUILDING CONTROL

(inc Hambleton, Ryedale, Scarborough & Selby Councils Building Control)

GUIDANCE NOTE ON CHARGES**Explanatory Notes**

Before you build, extend or convert, you or your agent must advise your local authority either by submitting Full Plans or a Building Notice. The charge payable depends on the type of work, the number of dwellings in a building and the total floor area. The following tables may be used in conjunction with the current Charge Regulations to calculate the amount. If you have difficulty in calculating the charge please contact us on 01347 822703. **Please make cheques payable to North Yorkshire Building Control.**

Note: from 1 January 2009 a charge of £40.00 plus VAT (£47.00) will be made for applications that are withdrawn or returned.

Full Plans You will pay a plan charge at the time of submission to cover the approval or rejection. For most types of Full Plans submissions, an inspection charge covering all site visits will be payable following the first inspection.

Building Notice The appropriate Building Notice charge is payable at the time of submission and covers all necessary checks and site visits. The charge is equivalent to the sum of the relevant plan charge and inspection charge.

Regularisation Certificate In respect of unauthorised building work, commenced on or after 11 November 1985, you will pay a Regularisation charge to cover the cost of assessing your application and all inspections. The charge is equivalent to the Building Notice charge (ex VAT) plus 20%.

With the exception of the Regularisation charge, all local authority charges are subject to VAT at the appropriate rate.

For Schedule 1 work (consists of 3 or more dwellings) or Schedule 3 work (costing more than £100,000) discounts may be applicable. Contact the Building Control Manager on 01347 822703.

Schedule 1 Charges for small domestic buildings eg certain new dwelling houses and flats. Applicable where the total internal floor area of each dwelling, excluding any garage or carport does not exceed 300m² and the building has no more than three storeys, each basement level being counted as one storey. In any other case, Schedule 3 applies.

Schedule 2 Where work comprises more than one domestic extension the total internal floor areas of all storeys of all the extensions shown on the application may be added together to determine the relevant charge. If the extension(s) exceed 60m² or three storeys in height then Schedule 3 applies - refer footnotes.

Schedule 3 Applicable to all other building work not covered by Schedules 1 or 2. Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application excluding VAT. Where the charge is based on total estimated cost of the work a reasonable estimate will be required, which must be deposited with the application. In cases where the local authority considers an estimate to be unreasonable, or where no estimate or charge is supplied, the Partnership is authorised to treat plans as if they had not been deposited.

Electrical Installations - if you are using an electrical installer who is a member of the 'Competent Persons Scheme' no application is required to the local authority. Notification of compliance will be given to the local authority automatically. Members of the approved scheme include NICEIC, NAPIT, BSI, ELECSA.

For **electrical work ONLY** - If you are using a Registered Electrician who can sign a BS7671 Certificate you will need to submit a Building Regulations Application to the local authority who will inspect the work at First Fix. The Registered Electrician will then certify the work and supply a copy of the Certificate to the local authority. **Note** a charge will be required. The charge for this will be Schedule 2 (8)(b). No additional charge is required if the electrical work is part of other work such as an extension, loft conversion, new building etc.

If the person carrying out the electrical works is neither a member of the 'Competent Person Scheme' or a Registered Electrician you can either engage a 'Competent Person' who will inspect, test and certify the installation on your behalf or alternatively you will need to submit a Building Regulation Application and the local authority will engage a 'Competent Person' to inspect, test and certify the work. **Note** a charge will be required (see Page 3 (8a)). If the required electrical work is part of other work such as an extension, loft conversion, new building etc then an additional charge will be required.

Exemptions/reductions in charges: Where plans have been either approved or rejected no further plan charge is payable on resubmission for the same work.

Works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within certain of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948 applies and as by Section 8 (2) of the Mental Health Act 1959.

These notes are for guidance only and do not substitute for Statutory Instrument 1998 No.3129 which contains the full statement of the law

Schedule 1: Charges for small domestic buildings

Number of Dwellings	FULL PLANS SUBMISSIONS						BUILDING NOTICES		
	Plan Charge			Inspection Charge			Building Notice Charge		
	FEE £	VAT £	Total	FEE £	VAT £	Total	FEE £	VAT £	Total
1	140.00	24.50	164.50	359.13	62.85	421.98	499.13	87.35	586.48
2	195.00	34.13	229.13	506.74	88.68	595.42	701.75	122.80	824.55
3	260.00	45.50	305.50	644.35	112.76	757.11	904.35	158.26	1,062.61
4	320.00	56.00	376.00	772.17	135.13	907.30	1,092.17	191.13	1,283.30
5	380.00	66.50	446.50	909.57	159.17	1,068.74	1,289.57	225.67	1,515.24
6	450.00	78.75	528.75	1,005.65	175.99	1,181.64	1,455.65	254.74	1,710.39
7	465.00	81.38	546.38	1,141.96	199.84	1,341.80	1,606.96	281.22	1,888.18
8	480.00	84.00	564.00	1,277.39	223.54	1,500.93	1,757.39	307.54	2,064.93
9	495.00	86.63	581.63	1,413.70	247.40	1,661.10	1,908.70	334.02	2,242.72
10	510.00	89.25	599.25	1,590.87	278.40	1,869.27	2,100.87	367.65	2,468.52
11	515.00	90.13	605.13	1,725.87	302.03	2,027.90	2,240.87	392.15	2,633.02
12	520.00	91.00	611.00	1,861.74	325.80	2,187.54	2,381.74	416.80	2,798.54
13	525.00	91.88	616.88	2,007.17	351.25	2,358.42	2,532.17	443.13	2,975.30
14	530.00	92.75	622.75	2,143.04	375.03	2,518.07	2,673.04	467.78	3,140.82
15	535.00	93.63	628.63	2,278.04	398.65	2,676.69	2,813.04	492.28	3,305.32
16	540.00	94.50	634.50	2,413.91	422.43	2,836.34	2,953.91	516.93	3,470.84
17	545.00	95.38	640.38	2,548.91	460.06	2,994.97	3,093.91	541.43	3,635.34
18	550.00	96.25	646.25	2,684.78	469.84	3,154.62	3,234.78	566.09	3,800.87
19	555.00	97.13	652.13	2,819.78	493.46	3,313.24	3,374.78	590.59	3,965.37
20	560.00	98.00	658.00	2,954.78	517.09	3,471.87	3,514.78	615.09	4,129.87
	For each dwelling in excess of 20 add £5.88 inclusive of VAT			For dwellings in excess of 20 add £122.86 inc VAT			For dwellings in excess of 20 add £128.74 inc VAT		

NOTE: For developments of three or more dwellings discounts may apply. For further information please contact Building Control - details on Page 1.

Schedule 2: Charges for certain small buildings, extensions and alterations

Type of Work	FULL PLANS SUBMISSIONS				BUILDING NOTICES	
	Plan Charge		Inspection Charge		Building Notice Charge	
	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £
1) Erection or extension of a detached or attached building which consists of a garage or carport or both having a floor area not exceeding 40m ² in total and intended to be used in common with an existing building, and which is not an exempt building.	127.83	150.20	included in plan charge	included in plan charge	127.83	150.20
2) Erection or extension of a detached or attached building which consists of a garage or carport or both having a floor area exceeding 40m ² but does not exceed 60m ² in total and intended to be used in common with an existing building, and which is not an exempt building.	255.65	300.39	included in plan charge	included in plan charge	255.65	300.39
						Cont'd

Schedule 2: Charges for certain small buildings and extensions

Type of Work	FULL PLANS SUBMISSIONS				BUILDING NOTICES	
	Plan Charge		Inspection Charge		Building Notice Charge	
	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £
3) Any extension of a dwelling the total floor area of which does not exceed 10m ² including means of access and work in connection with that extension	255.65	300.39	included in plan charge	included in plan charge	255.65	300.39
4) Any extension of a dwelling the total floor area of which exceeds 10m but does not exceed 40m including means of access and work in connection with that extension.	113.04	132.82	266.09	312.66	379.13	445.48
5) Any extension of a dwelling the total floor area of which exceeds 40m but does not exceed 60m including means of access and work in connection with that extension.	113.04	132.82	380.87	447.52	493.91	580.34
6) Any extension or alteration of an existing dwelling consisting of the provision of one or more rooms in the roof space, including means of access.	113.04	132.82	266.09	312.66	379.13	445.48
7) Replacement Windows -						
Installation of one window or door					39.13	45.98
Installation of more than one window/door					60.00	70.50
8) Electrical Installations -						
a) Where the installer is not a member of the 'Competent Persons Scheme' or a Registered Electrician.					251.30	295.28
b) Where the work applies ONLY to an electrical installation and the installer is a Registered Electrician who can sign a BS7671 Certificate.					60.00	70.50
9) Alternative Energy Sources (small scale solar panels, heat pumps, wind generators etc)					60.00	70.50

Footnotes

1 Detached garages and carports having an internal floor area not exceeding 30m are "exempt buildings" providing in the case of a garage it is sited not less than one metre from all boundaries or alternatively it is constructed substantially of non-combustible materials. Extensions comprising a carport must be open on at least two sides.

2 Where an extension to a dwelling, the total floor area of which exceeds 60m including means of access and work in connection with that extension, the charge is based on the estimated cost of the work in accordance with Schedule 3 subject to the sum of the plan charge and the inspection charge or the building notice charge being not less than the charge payable for category 5 in Schedule 2.

Schedule 3: FEES FOR OTHER WORK

Estimated cost of work	Plan Fee			Inspection Fee			Building Notice		
	Net Fee £	VAT £	Gross Fee £	Net Fee £	VAT £	Gross Fee £	Net Fee £	VAT £	Gross Fee £
0 – 1000	60	10.50	70.50	—	—	—	60.00	10.50	70.50
1001 – 2000	110	19.25	129.25	—	—	—	110.00	19.25	129.25
2001 – 5000	165	28.88	193.88	—	—	—	165.00	28.88	193.88
5001 – 6000	43.50	7.61	51.11	130.50	22.84	153.34	174.00	30.45	204.45
6001 – 7000	45.75	8.01	53.76	137.25	24.02	161.27	183.00	32.03	215.03
7001 – 8000	48.00	8.40	56.40	144.00	25.20	169.20	192.00	33.60	225.60
8001 – 9000	50.25	8.79	59.04	150.75	26.38	177.13	201.00	35.18	236.18
9001 – 10,000	52.50	9.19	61.69	157.50	27.56	185.06	210.00	36.75	246.75
10,001 – 11,000	54.75	9.58	64.33	164.25	28.74	192.99	219.00	38.33	257.33
11,001 – 12,000	57.00	9.98	66.98	171.00	29.93	200.93	228.00	39.90	267.90
12,001 – 13,000	59.25	10.37	69.62	177.75	31.11	208.86	237.00	41.48	278.48
13,001 – 14,000	61.50	10.76	72.26	184.50	32.29	216.79	246.00	43.05	289.05
14,001 – 15,000	63.75	11.16	74.91	191.25	33.47	224.72	255.00	44.63	299.63
15,001 – 16,000	66.00	11.55	77.55	198.00	34.65	232.65	264.00	46.20	310.20
16,001 – 17,000	68.25	11.94	80.19	204.75	35.83	240.58	273.00	47.78	320.78
17,001 – 18,000	70.50	12.34	82.84	211.50	37.01	248.51	282.00	49.35	331.35
18,001 – 19,000	72.75	12.73	85.48	218.25	38.19	256.44	291.00	50.93	341.93
19,001 – 20,000	75.00	13.13	88.13	225.00	39.38	264.38	300.00	52.50	352.50
20,001 – 21,000	77.00	13.48	90.48	231.00	40.43	271.43	308.00	53.90	361.90
21,001 – 22,000	79.00	13.83	92.83	237.00	41.48	278.48	316.00	55.30	371.30
22,001 – 23,000	81.00	14.18	95.18	243.00	42.53	285.53	324.00	56.70	388.70
23,001 – 24,000	83.00	14.53	97.53	249.00	43.58	292.58	332.00	58.10	390.10
24,001 – 25,000	85.00	14.88	99.88	255.00	44.63	299.63	340.00	59.50	399.50
25,001 – 100,000	<i>Add £2.00 ex VAT for each £1000 (or part thereof) over £25,000 up to £100,000</i>			<i>Add £6.00 ex VAT for each £1000 (or part thereof) over £25,000 up to £100,000</i>			<i>Add £8.00 ex VAT for each £1000 (or part thereof) over £25,000 up to £100,000</i>		
100,000	235.00	41.13	276.13	705.00	123.38	828.38	940.00	164.50	1,104.50
100,000 - 1m	<i>Add £0.88 ex VAT for each £1000 (or part thereof) over £100,000 up to £1m</i>			<i>Add £2.62 ex VAT for each £1000 (or part thereof) over £100,000 up to £1m</i>			<i>Add £3.50 ex VAT for each £1000 (or part thereof) over £100,000 up to £1m</i>		
1m	1,027.00	179.73	1,206.73	3,063.00	536.03	3,599.03	4,090.00	715.75	4,805.75
1m-10m	<i>Add £0.69 ex VAT for each £1000 (or part thereof) over £1m up to £10m</i>			<i>Add £2.06 ex VAT for each £1000 (or part thereof) over £1m up to £10m</i>			<i>Add £2.75 ex VAT for each £1000 (or part thereof) over £1m up to £10m</i>		
10m	7,210.00	1,261.75	8,471.75	21,630.00	3,785.25	25,415.25	28,840.00	5,047.00	33,887.00
Over 10m	<i>Add £0.50 ex VAT for each £1000 (or part thereof) over £10m</i>			<i>Add £1.50 ex VAT for each £1000 (or part thereof) over £10m</i>			<i>Add £2.00 ex VAT for each £1000 (or part thereof) over £10m</i>		

NOTE: For developments in excess of £100,000 discounts may apply. For further information please contact Building Control - details on Page 1.

Footnotes

3 Full Plans submissions for work costing less than £5,000 must be accompanied by the total charge at the time of deposit. The plan charge for work costing more than £5,000 is 25% of the total charge. This must be deposited with Full Plans submissions. The inspection fee is 75% of the total charge and an invoice for the appropriate amount will be sent after the first inspection of work has been made.

Agenda Item:



Ryedale District Council

REPORT TO: North Yorkshire Building Control Partnership

DATE: 16 December 2009

REPORTING OFFICER: Les Chapman
Head of Building Control

SUBJECT: Proposed Budget 2010/11

1.0 PURPOSE OF REPORT

1.1 To approve the budget for the financial year 2010/11.

2.0 RECOMMENDATIONS

2.1 It is recommended: -

2.1.1 That the proposed budget set out in Annex A be adopted for the financial year 2010/11.

3.0 POLICY CONTEXT

3.1 This report impacts on the Partnership's values relating to delivering high quality services.

4.0 REPORT

4.1 Members will be aware that a series of meetings took place earlier this year on the restructuring of the Partnership and developing a four year financial recovery plan which was adopted at the February Board meeting. The recovery plan required the Partnership to make equivalent to one full-time Senior Building Control Officer and two and a half full-time Building Control Officers redundant in April this year with

**NORTH YORKSHIRE BUILDING CONTROL
PARTNERSHIP BOARD**

16 December 2009

a reduction of one Assistant Building Control Officer/Administrative Officer during the financial year. All staff reductions have now been concluded.

- 4.2 The budget as set out in Appendix A does not propose any changes to the current year's budget as income and expenditure are broadly in line with the adopted budget. The Members when adopting the recovery plan agreed a 4% increase in charges and 3% growth for the financial year 2010/11 with a 3% increase on charges for the following three years together with growth of 3%, 4% and 4%. This increase in growth will recover the forecasted downturn to the 2008/09 level by the end of the 2012/13 financial year.
- 4.3 Estimates have been based on known commitments and a 1% inflation provision has been allowed for salaries to take into account annual pay awards.
- 4.4 Officers have reviewed expenditure and income and prepared estimates for the next three financial years.
- 4.5 Budgeted expenditure and income for the chargeable and non-chargeable accounts is detailed at Annex A. The estimated main financial changes in the two accounts are explained below.

Chargeable Account

- 4.6 The projected deficit for the current financial year remains at £34,990, with a surplus for 2010/11 of £57,360, which is an improvement of £40,580 on the adopted recovery plan. This improvement is reflected across the following years to 2013/14.
- 4.7 It is imperative that the level of income is continually monitored to ensure that income does not decrease below the level anticipated within the budget. If the level of decrease exceeds budget estimates then this will be reported to the quarterly Board meetings and notified to each Partner Authority and agreed actions sought.
- 4.8 During this recessionary period the Partnership has increased its marketing activity targeting all large commercial and domestic works together with monitoring competitor activity and pricing policy.

Non-chargeable Account

- 4.9 Contributions from Partner Authorities for 2010/11 will be £39,279, which is a reduction of 0.8% (£317) based on contributions for this financial year due to the RPI as of October 2009 being in negative.

Reserve Balance and Charges to Partners

- 4.10 The reserved account indicates that no additional contributions will need to be paid by Partner Authorities in the future. The cumulative contribution by Partners at the end of financial year 2009/10 is estimated to be £177,960. However, should the current trend of income and expenditure continue to the end of the financial year this is likely to reduce, bringing forward payback to all Partner Councils in the financial year 2012/13 instead of 2013/14.
- 4.11 During the financial year 2013/14 provision has been made within estimates to increase staff to take into account growth in workload as well as £10,000 provision annually from 2011/12 for an IT reserve to fund anticipated IT renewals.
- 4.12 Following the recovery of losses by anticipated surpluses the Partnership will then build reserves to £100,000 to cover development and allow for fluctuations in income. Surpluses above £100,000 will be paid equally to each Partner Authority.
- 4.13 Discussions are currently taking place with Richmondshire District Council on the possibility of them joining the Partnership. Should this be the case the proposed budget, as set out in Annex A will form the basis for a revised budget for 2010/11 for an enlarged partnership.

5.0 LEGAL IMPLICATIONS

- 5.1 To have a financial trading account meeting with CIPFA requirements.

6.0 FINANCIAL IMPLICATIONS

- 6.1 The budget shows an estimated deficit for 2009/10 (£107,100) but the following year 2010/11 we have a surplus of £52,890. This surplus will be paid back equally to Partners until the cumulative deficit has been repaid.

7.0 RISK ASSESSMENT

- 7.1 A key aspect of the approach to budgeting is a risk management assessment, which is carried out throughout the budget process. This report helps to ensure the reduction of risks arising from spending outside of delegated powers and enabling an accurate, realistic and manageable budget.

8.0 CONCLUSION

- 8.1 Given the changes to the Partnership structure and the recent downturn in income a prudent estimate has been taken. This proposed budget will be continually monitored during the financial period and any deviations reported to the Board and Partner Authorities.

Background Papers: Budget estimates

OFFICER CONTACT: Please contact Les Chapman, Head of Building Control on 01347 822703 or email: les.chapman@nybcp.org or contact Mandy Burchell at Ryedale House, 01653 600666 ext: 389 or email mandy.burchell@ryedale.gov.uk if you require any further information on the contents of this report.

**NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
ESTIMATES 2008/2009 TO 2013/2014**

	2008/2009 Actual £	2009/2010 Approved Budget £	Draft 2010/2011 Budget £	Draft 2011/2012 Budget £	Draft 2012/2013 Budget £	Draft 2013/2014 Budget £
<u>REVENUE ACCOUNT</u>						
<u>CHARGEABLE ACCOUNT</u>						
INCOME	1,153,211	1,079,540	1,167,170	1,227,390	1,288,230	1,367,400
EXPENDITURE						
Employees	1 016 108	892 890	885 990	904 610	928 730	981 560
Premises	43 658	47 240	49 600	52 070	54 670	57 390
Supplies & Services	84,449	122 620	120 880	133 550	135 650	137 310
Central Departmental Support	61 572	51 780	53 340	54 930	56,580	58 280
Gross Expenditure	1,205,787	1,114,530	1,109,810	1,145,160	1,175,630	1,234,540
CHARGEABLE SURPLUS/(DEFICIT)	(52,576)	(34,990)	57,360	82,230	112,600	132,860
<u>NON CHARGEABLE ACCOUNT</u>						
INCOME	181,773	182,590	179,710	172,900	175,340	180,540
EXPENDITURE						
Employees	190 586	169 120	167 810	171 170	175 450	185 510
Premises	4 851	5 740	6 030	6 330	6 650	6 980
Supplies & Services	7 892	9 290	9 480	10 310	10 500	10 690
Central Departmental Support	11 728	10 550	10 860	11 170	11 500	11 830
Gross Expenditure	215,057	194,700	194,180	198,980	204,100	215,010
NON CHARGEABLE SURPLUS/(DEFICIT)	(33,284)	(12,110)	(14,470)	(26,080)	(28,760)	(34,470)
REVENUE ACCOUNT SURPLUS/(DEFICIT)	(85,860)	(47,100)	42,890	56,150	83,840	98,390
	2008/2009 £	2009/2010 £	2010/2011 £	2011/2012 £	2012/2013 £	2013/2014 £
<u>RESERVE ACCOUNT</u>						
BALANCE AS AT 1 APRIL	5,000	10,000	10,000	10,000	10,000	10,000
Partner Joining Fee	30,000					
Revenue Account Surplus/(Deficit)	(85 860)	(47 100)	42 890	56 150	83 840	98 390
Redundancy Costs		(70 000)				
BALANCE AS AT 31 MARCH	(50,860)	(107,100)	52,890	66,150	93,840	108,390
Contribution to IT Reserve				(10 000)	(10,000)	(10 000)
Contribution from/(to) Partners	60 860	117,100	(42 890)	(46 150)	(73 840)	(88 390)
REVISED BALANCE AS AT 31 MARCH	10,000	10,000	10,000	10,000	10,000	10,000
Cumulative Contribution from/(to) Partners	60 860	177 960	135 070	88 920	15 080	(73 310)

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Ryedale District Council

REPORT TO: North Yorkshire Building Control Partnership

DATE: 16 December 2009

REPORTING OFFICER: Les Chapman
Head of Building Control

SUBJECT: Agreement of Variation - Partnership Agreement

1.0 PURPOSE OF REPORT

- 1.1 To seek Members' approval to the adoption of revised legal agreement for the Partnership.

2.0 RECOMMENDATIONS

- 2.1 It is recommended:

- 2.1.1 That the variation as set out in Appendix A of this report be adopted.

3.0 BACKGROUND

- 3.1 Following a meeting in June 2009, Members requested that legal officers investigate simplification of clauses 3.3 – 3.6 relating to the cost of early retirement for their former officers from each Partner Council where it is for the purposes of improving the efficiency of the service.

4.0 REPORT

- 4.1 Set out in Appendix A is the Agreement of Variation as drawn up by the Partnership's Solicitor which states that any costs associated with the termination of employment by severance, redundancy and pension funding shall be met equally by the Partner Councils.

5.0 FINANCIAL IMPLICATIONS

- 5.1 None

6.0 LEGAL IMPLICATIONS

- 6.1 As set out in the Agreement.

7.0 CONCLUSION

- 7.1 That following further consultation with the Partner Council's legal departments and subject to no objections from them that the report as set out in Appendix 1 is implemented.

Background Papers: Partnership Reports 31 August 2007 and June 2009

OFFICER CONTACT: Please contact Les Chapman, Head of Building Control if you require any further information on the contents of this report. The officer can be contacted on 01347 825760 and email – les.chapman@nybcp.org

**NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
AGREEMENT OF VARIATION**

THIS AGREEMENT is made the _____ day of _____ 2009

BETWEEN

- (1) **RYEDALE DISTRICT COUNCIL** of Ryedale House Malton North Yorkshire YO17 7HH (“Ryedale”)
- (2) **SELBY DISTRICT COUNCIL** of the Civic Centre Portholme Road Selby YO8 4SB (“Selby”)
- (3) **HAMBLETON DISTRICT COUNCIL** of Civic Centre, Stone Cross, Northallerton, North Yorkshire, DL6 2UU (“Hambleton”)
- (4) **SCARBOROUGH BOROUGH COUNCIL** of The Town Hall St Nicholas Street Scarborough, North Yorkshire (“Scarborough”) (The parties are hereinafter referred to collectively as “the Councils”)

IT IS HEREBY AGREED as follows:-

1 Definitions and Interpretations

In this Agreement the following words and expressions have the following meanings:

- 1.1 The Agreement means an Agreement dated _____ 2008 made between the Councils
- 1.2 The clause headings do not form part of this deed and shall not be taken into account in its construction or interpretation.

2 Recitals

- 2.1 This agreement is supplemental to the Agreement
- 2.2 The parties desire to alter the terms of the Agreement as mentioned below

3 Variation

- 3.1 It is mutually agreed that the Agreement shall be varied as follows:
The following deletions shall be made as though they had been contained in the Agreement at the date of execution:
 - 3 1 1 Clauses 3 3 to 3 6 of the Agreement be removed and replaced with the following

‘All costs associated with the termination of employment including severance, redundancy and pension funding of any employees of the Partnership shall be

met by the Councils each contributing in equal proportions to the total costs'

4 Confirmation of the Agreement

Save as modified by this agreement the Agreement shall continue in full force and effect in all respects.

IN WITNESS whereof the parties hereto have executed this Agreement the day and year first before written

THE COMMON SEAL of THE)
HAMBLETON DISTRICT COUNCIL)
was hereunto affixed)
in the presence of:-)

Head of Service – Legal

THE COMMON SEAL of THE)
RYEDALE DISTRICT COUNCIL)
was hereunto affixed and is)
authenticated by:)

Chairman

Council Solicitor

THE COMMON SEAL of)
SELBY DISTRICT COUNCIL)
was hereunto affixed)
in the presence of:-)

Chairman of
the Council

Chief Executive

THE COMMON SEAL of)
SCARBOROUGH BOROUGH)
COUNCIL)
was hereunto affixed)
in the presence of:-)

DATED

2009

RYEDALE DISTRICT COUNCIL

- and -

SELBY DISTRICT COUNCIL

- and -

HAMBLETON DISTRICT COUNCIL

-and-

SCARBOROUGH BOROUGH COUNCIL

VARIATION AGREEMENT

Relating to the North Yorkshire Building Control Partnership

Anthony Winship
Council Solicitor
MALTON

determine. The Building Control Staff in Part 1 and Part 2 of Schedule 4 are currently employed by the Host Council and are managed by the Partnership on such employment terms and conditions as the Partnership may from time to time determine.

3.2 Each of the Councils recognise that the Transfer of Undertakings (Protection of Employment) Regulations 2006 apply to the transfer of staff to the Host Council.

* 3.3 For the period until 31 March 2010 Ryedale shall bear the full cost arising from the early retirement on any grounds including for ill health or for the purposes of improving the efficiency of the service in respect of any of the Building Control Staff named in Part 1 of Schedule 4.

* 3.4 For the period until 31 March 2010 Selby shall bear the full cost arising from the early retirement on any grounds including for ill health or for the purposes of improving the efficiency of the service in respect of any of the Building Control Staff named in Part 2 of Schedule 4.

* 3.5 For the period until 31 March 2012 Hambleton shall bear the full cost arising from the early retirement on any grounds including for ill health or for the purposes of improving the efficiency of the service in respect of any of the Building Control Staff named in Part 3 of Schedule 4.

* 3.6 For the period until 31 March 2013 Scarborough shall bear the full cost arising from the early retirement on any grounds including for ill health or for the purposes of improving the efficiency of the service in respect of any of the Building Control Staff named in Part 4 of Schedule 4.

4. Building Control Manager

4.1 Les Chapman of Ryedale shall be appointed as the Building Control Manager for the Partnership and shall have specific responsibility for the matters set out in Schedule 2.

5. Support Services

5.1 Support services for the Partnership shall be procured by the Partnership from any of the Councils in accordance with arrangements agreed in trading agreements including service level agreements entered into for that purpose. Such trading agreements will set out the terms including the costs upon which the support services will be provided.

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