



## **NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP**

Wednesday 29 September 2010 at 1.30 pm

Offices of the North Yorkshire Building Control Partnership, Easingwold

### **Agenda**

**1 Apologies for absence**

**2 Exempt Information**

To consider a resolution to exclude the press and public from the meeting during consideration of the following item:

15 (Partnership Review) as provided by paragraph 3 of Schedule 12A of Section 100A of the Local Government Act 1972.

The public interest test has been considered and, in all the circumstances of the case, the public interest in maintaining the exemption is considered to outweigh the public interest in disclosing the information.

**3 Minutes of the Meeting Held on 30 June 2010**

(Pages 1 - 8)

**4 Urgent Business**

To receive notice of any urgent business which the Chairman considers should be dealt with at the meeting as a matter of urgency by virtue of Section 100B(4)(b) of the Local Government Act 1972.

**5 Declarations of Interest**

Members to indicate whether they will be declaring any interests under the Code of Conduct.

Members making a declaration of interest at a meeting of a Committee or Council are required to disclose the existence and nature of that interest. This requirement is not discharged by merely declaring a personal interest without further explanation.

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|-----------|--|-----------------|
| <b>6</b>  | <b>External Audit Report</b>                                   |                 |
| <b>7</b>  | <b>Internal Audit Report</b>                                   | (Pages 9 - 14)  |
| <b>8</b>  | <b>Monitoring Report</b>                                       | (Pages 15 - 18) |
| <b>9</b>  | <b>Street Naming &amp; Numbering Changes</b>                   | (Pages 19 - 22) |
| <b>10</b> | <b>Demolition Charging Scheme</b>                              | (Pages 23 - 26) |
| <b>11</b> | <b>Development Enquiry Charging Scheme</b>                     | (Pages 27 - 30) |
| <b>12</b> | <b>Revised Budget</b>  | (Pages 31 - 36) |
| <b>13</b> | <b>Revised Scheme of Charge from 1 October 2010</b>            | (Pages 37 - 48) |
| <b>14</b> | <b>Performance Report</b>                                      | (Pages 49 - 54) |
| <b>15</b> | <b>Partnership Review</b>                                      | (Pages 55 - 58) |
| <b>16</b> | <b>Any other business that the Chairman decides is urgent.</b> |                 |

## **North Yorkshire Building Control Partnership**

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Held at Offices of the North Yorkshire Building Control - Easingwold  
on Wednesday 30 June 2010

### **Present**

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Councillors Baker, Bastiman, Cottam, Deans, Duff, Hemesley OBE and Mackman

### **In Attendance**

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Mandy Burchell, Les Chapman, Paul Cresswell, Keith Dawson, Karen Iveson and Susan Shuttleworth.

### **Minutes**

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#### **43 Election of Chairman**

##### **Resolved**

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

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

#### **44 Appointment of Vice Chairman**

##### **Resolved**

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

Councillor Cottam thanked Members for his appointment.

#### **45 Apologies for absence**

Apologies for absence were received from David Archer, David Simpson, Maurice Cann and Councillors Allanson, Branch and Phillips.

#### **46 Introductions**

The Chairman welcomed all those present to the meeting and appropriate introductions were made.

The Chairman then gave a brief presentation on the Partnership's achievements over the last year which he considered were in no small part due to the efforts and determination of Councillor Mackman and to Councillor

Baker's Chairmanship, in combination with the excellent work carried out by the Building Control Manager and his staff.

The Partnership was in a better financial position than last year, but there was a need to review operational needs and to focus on service delivery. It was essential to make best use of technology in order to implement change and to ensure that officers were able to access information on site.

47 **Minutes of the last meeting held on the 24 March 2010**

The minutes of the last meeting of the North Yorkshire Building Control Partnership held on 24 March 2010 were presented.

With reference to Minute No 37 (Revised Partnership Agreement) it was reported that the agreement had now been formalised and had been circulated to the relevant authorities for signature.

**Resolved**

That the minutes of a meeting of the North Yorkshire Building Control Partnership held on 24 March 2010 be approved.

48 **Urgent Business**

There was no urgent business

49 **Declarations of Interest**

There were no declarations of interest

50 **Statement of Accounts 2009/2010**

The Head of Building Control submitted a report (previously circulated) seeking Members approval for the accounts of North Yorkshire Building Control Partnership for the financial year ended 31 March 2010.

The income and expenditure account for the Partnership indicated an operating deficit of £50,861 for the period. This was the third year that the Partnership had made a deficit and an additional contribution from the partners of £50,861 had been required in order to meet the requirement of a minimum level of reserves of £10,000. This equates to £12,715 per Authority. An agreed rationalisation and recovery programme for the Partnership was implemented during 2009/10 which was planned to establish the Partnership in a better financial position for 2010/11.

It was noted that the level of long term debt was relatively low and that, whilst some bad debts would have to be written off, most debts were recoverable over a period of time.

The Chairman thanked the Corporate Director (s151) and his team for all their efforts in providing accountancy services.

### **Resolved**

That the Accounts of the Partnership for the financial year 2009/10 be approved.

## 51 **Performance Report**

The Head of Building Control submitted a report (previously circulated) on the Partnership's operational performance from 1 April 2009 to 31 March 2010.

Appended to the report was the Covalent performance report for the period which indicated that the Partnership had, in the majority of cases, achieved its performance targets, the exceptions being the following:

- BC3 Plans over statutory time period.
- BC7 Average number of inspections per development.
- BC11 Local Disability Groups Satisfaction.
- BC13 Market Share Schedule 2/3.
- BC16 Income gained through LABC Partnerships.

A full explanation for these exceptions was given

It was noted that there was no statutory duty to consult with Disability Groups and, therefore, target BC11 had been removed from the Business Plan and performance monitoring for 2010/11.

It was also noted that BC12 had shown a substantial increase, with the Partnership achieving market share in the housing market for the first time in nine years. However, this was likely to be short term, as the volume builders tended to use Approved Inspectors rather than the local authority.

It was considered essential that the Board continued to monitor the Partnership's performance against the Business Plan to ensure each partner authority received an efficient and effective building control service.

The Head of Building Control reported that proactive steps would be taken in an attempt to attract more business.

The report included the following information on training undertaken by Building Control staff:

- Michelle Lanaghan had been awarded a 1<sup>st</sup> Class Honours degree in Building Surveying at Leeds Metropolitan University. She had also given birth to a son
- Angela Samuels had completed Year 2 of a two year Diploma in Fire Engineering at Leeds College of Building
- Simon Nichol had completed Year 2 of a five year BSc Honours degree in Building Surveying at Northumbria University
- Julie Chapman was continuing a part-time HNC in Construction at York College
- Daniel Page had attained Membership of the Institute of Building Engineers.
- All staff had undertaken an in-house appraisal training course.

It was agreed that letters/cards of congratulation be forwarded to the above mentioned members of staff and that flowers be sent to Michelle and Angela, with an appropriate gift being sent to Daniel.

It was, however, considered that in future flowers be sent to female members of staff and an appropriate gift to male members, only following successful completion of the course.

### **Resolved**

- (a) That the report be noted
- (b) That the Board's congratulations, together with the appropriate gifts, be forwarded to the members of staff as indicated above, but that in future this be done only when the relevant course has been successfully completed

**Changes to Charges**

The Head of Building Control submitted a report (previously circulated) in which Members were informed of changes to the charge regulations and procedures which were to become fully operative on 1 October 2010.

The report gave full details of the requirements of the regulations and the implications for the Partnership. The overarching principles of the regulations were full cost recovery and users paying only for the service they receive. These principles would facilitate the implementation of a service level agreement based on risk assessment and help to demonstrate the value that building control added to the project.

It was emphasised that a new charging regime must be adopted and implemented by 1 October 2010 and it was considered essential that a Working Party be established to review the Partnership's structure and service delivery and that their recommendations be submitted to the next Board meeting in September.

**Resolved**

- (a) That the report be noted
- (b) That a Working Party be established comprising the Chairman and Vice-Chairman of the Board, the immediate past Chairman and the Head of Building Control to review the Partnership's structure and service delivery
- (c) That a meeting of the Working Party be held at 9.30am on 10 August and reports back to the September meeting of the Board

**RAF Building Contract****EXEMPT ITEM****Resolved**

That under Section 100(4)(A) of the Local Government Act 1972 the public be excluded from the meeting for the following item as there would be a likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act as the information relates to the financial or business affairs of any particular person (other than the authority).

The Head of Building Control submitted a report (previously circulated) in which Members were informed of an additional income stream undertaking work on behalf of the MOD on the RAF main operational bases.

**Resolved**

That the report be noted.

54 **Any other business that the Chairman decides is urgent.**

**Dates of Next Meetings**

It was proposed that future meetings of the Board would be held on:

29 September 2010  
22 December 2010  
23 March 2011  
29 June 2011

It was noted that these dates were provisional and would be confirmed at a future date.

**Audit Commission**

The Head of Building Control reported that a letter had been received from the Audit Commission in connection with a proposed increase in their charges. A draft letter expressing concern about the potential level of charges was submitted to the Board, who agreed that the charges were grossly unfair and it was agreed that the letter be forwarded.

**Resolved**

That the Building Control Manager be authorised to send a letter on the lines indicated

**Letter from Hambleton District Council**

A letter had been received from Hambleton District Council (copy circulated) suggesting that there should be only one member from each authority on the Partnership Board. Members were of the opinion that the status quo should be upheld.

**Resolved**

That Hambleton District Council be informed of the Board's decision to maintain the status quo and that each authority have two representatives on the North Yorkshire Building Control Partnership

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## Ryedale District Council

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**REPORT TO:** North Yorkshire Building Control Partnership Board  
**DATE:** 29 September 2010  
**REPORTING OFFICER:** Les Chapman, Building Control Manager  
**SUBJECT:** Internal Audit Report

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### **1.0 PURPOSE OF REPORT**

**1.1** To receive the Internal Audit Report for North Yorkshire Building Control Partnership for the financial year 1 April 2009 to 31 March 2010.

### **2.0 RECOMMENDATIONS**

**2.1** That the Report is noted.

**2.2** That the Accountancy sections for each Council be thanked for their valued assistance.

### **3.0 BACKGROUND**

**3.1** The annual internal audit, undertaken by the North Yorkshire Audit Partnership, was completed in June 2010. The audit process covered the normal rules of auditing into financial probity and additional areas requested by the Partnership relating to improved cost efficiencies were investigated. The report is attached in Appendix 1

### **4.0 POLICY CONTEXT**

**4.1** This Report impacts on the Partnership's values relating to delivering high quality services.

## **5.0 REPORT**

**5.1** The outcome of the Report indicates that with one minor exception the Partnership's procedures, processes and policies are robust and well applied, with no major risks identified.

**5.2** Only one minor issue was identified relating to procedural matters and revisions have been implemented to remove the risk.

## **6.0 FINANCIAL IMPLICATIONS**

**6.1** The internal annual audit fee remains as previous years. However, the external audit fee has increased from approximately £2,500 to £9,400. The next financial year will see an increase to £12,230.

## **7.0 LEGAL IMPLICATIONS**

**7.1** The Partnership has a statutory requirement to undertake both an internal and external annual audit of its finances.

## **8.0 RISK ASSESSMENT**

**8.1** By undertaking a robust internal audit the Partnership ensures financial probity and that customers receive value for money.

## **9.0 CONCLUSION**

**9.1** It is essential that the Board continue to undertake an annual internal audit to ensure financial probity is maintained.

**Background Papers:** Previous Audit Reports 2008/2009

### **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](mailto:les.chapman@nybcp.org).

Alison Newham Group Auditor contactable on 01723 232364

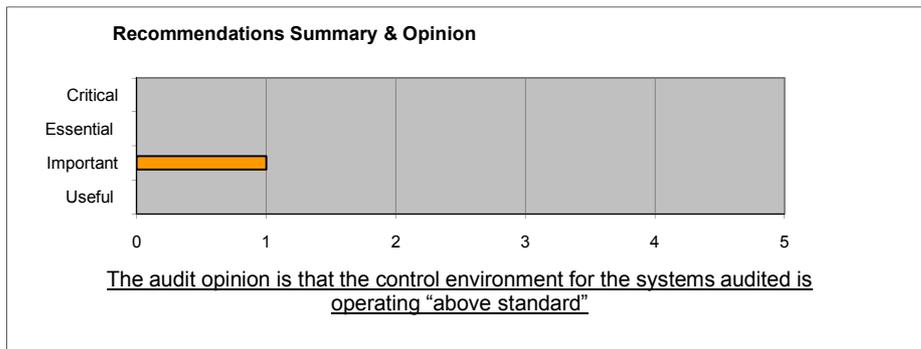


*Independent Assurance*

# Internal Audit Report



## North Yorkshire Building Control Partnership 22<sup>nd</sup> July 2010 Final



Auditor : Chris Matthews  
Audit Manager: Alison Newham  
Ref. 9 4610

Circulation list: L. Chapman, Head of Building Control

Final only to: P. Cresswell, Corporate Director (s151), RDC  
K. Iveson, Head of Service – Finance & Central Services, SDC  
N. Edwards, Head of Finance and Asset Management, SBC  
D. Simpson, Head of Service – Resources, HDC

## **Management Summary**

### **1. INTRODUCTION / key facts**

- 1.1 The North Yorkshire Building Control Partnership was established on 1<sup>st</sup> April 2001 to provide building control services, initially to Ryedale and Selby District Councils. Subsequently Hambleton District Council joined the partnership on 1<sup>st</sup> September 2007, Scarborough Borough Council on 1<sup>st</sup> April 2008 and Richmondshire District Council on 1<sup>st</sup> April 2010.
- 1.2 The current agreement between the councils runs from Scarborough Borough Council's admission on 1<sup>st</sup> April 2010 and shall continue in force until 31<sup>st</sup> March 2012 and thereafter from year to year subject to twelve months written notice from any of the councils.
- 1.3 Ryedale DC is the designated "host" council and as such they provide accountancy services, e.g. debtors and creditors are processed through RDC.
- 1.4 The partnership's main function is the processing of building regulation applications as per the Building Act 1984. Traditionally this has been the checking of full plan applications but this is gradually changing with a movement towards more building control notices. When Scarborough was taken on board the partnership also became involved in street naming and numbering, scaffolding & hoarding licenses and skip permits in the Scarborough area.

### **2. SCOPE OF THE AUDIT**

- 2.1 The scope of the audit was to ensure that:
  - a. *all fees are correctly made, charged in all circumstances and are recorded correctly in the accounts, including treatment of VAT;*
  - b. *controls ensure that payment is received for all works carried out;*
  - c. *all tasks are carried out and within statutory time-scales;*
  - d. *expenditure is properly authorised, within budget limits and appropriately recorded in the accounts;*
  - e. *the system is secure;*
  - f. *applications are processed in accordance with the partner Authorities' policies and government legislation.*
- 2.2 Discussions were primarily held with the following officers to help achieve the scope and objectives of the review:

Les Chapman	Head of Building Control
Maria Podgorski	Senior Admin Officer
Lynn Turnbull	Admin Officer

Maggie Crowther      Admin Officer  
David Hick              Admin Officer

**3. FOLLOW-UP FROM PREVIOUS AUDIT REPORT**

3.1 The last audit, in 2009/2010, identified that the controls in place were found to be good, and made five recommendations. The agreed actions have all been implemented.

**4. CONCLUSION, AUDIT OPINION AND RECOMMENDATIONS**

4.1 The findings and associated recommendations, with priority ratings, are found in the Recommendations and Action Plan (section 5):

Critical	implement immediately	
Essential	implementation agreed to be within	0 – 1 month
Important	-	0 – 6 months
Useful	-	0 – 12 months

4.2 The audit opinion is that the control environment for the systems audited is operating “above standard”. This opinion is arrived at through an assessment of the overall controls in place and the nature of the one recommendation, which is ranked as “important”.

5. **Recommendations and Action Plan**

No.	Finding & Conclusion (risk)	Recommendation	Critical Essential Important Useful	Agreed Management Action	By whom; By when
R1 wp2	<p><u>Charges</u></p> <p>Of the twenty applications sampled, in one case there was a possible anomaly. The fee would be correct under Schedule 3, if the cost of the work is under £1,000. This may well be the case, but there is no estimate of the cost on file.</p> <p><b>Risk:</b> Financial.</p>	Where work falls under Schedule 3, an estimate of the cost of work should always be recorded in UniForm.	Important	All staff have been notified of the importance of completing the estimated cost field on the Uniform system.	LRC 20.7.10



## Ryedale District Council

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<b>REPORT TO:</b>	North Yorkshire Building Control Partnership Board
<b>DATE:</b>	29 September 2010
<b>REPORTING OFFICER:</b>	Les Chapman Head of Building Control
<b>SUBJECT:</b>	Financial Performance April 2010 – August 2010

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### **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 2010 to August 2010 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 2010 to 31 August 2010.

### **3.0 BACKGROUND**

- 3.1** This report shows the financial performance of the North Yorkshire Building Control Partnership for the period 1 April 2010 to 31 August 2010.
- 3.2** The budget for 2010/11, which is the subject of an earlier approval of this Board, has been profiled to the end of August 2010 based on estimated patterns of expenditure and income streams.
- 3.3** The report has been produced using actual income and expenditure figures and taking into account known commitments to 31 August 2010.
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#### **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 31 August 2010, 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 2010 to 31 August 2010 is £51,353 against a profiled revised budgeted surplus of £63,160.
- 5.3** The balance on the reserve account as at 31 August 2010 is £60,183 having taken into account redundancy costs.
- 5.4** As at 31 August 2010 the Partner authorities (excluding Richmondshire) would receive a contribute of £20,183 (or £5,046 each) in order to maintain a minimum balance on the reserve account of £40,000.
- 5.5** Using the revised budget submitted to the Board on 29 September 2010 the overall surplus for 2010/11 is projected to be £23,383 with an estimated balance on the reserve account as at 31 March 2011 of £32,213 again having taken account of redundancy costs. The Partners are therefore estimated to contribute £7,787 (or £1,947 each) for the 2010/11 financial year to meet the minimum level of reserve requirement of £40,000. However, it may be more practical to reduce the reserve balance accordingly. This assumes expenditure and income remains in line with the profiled revised budget for the period 1 September 2010 to 31 March 2011.

#### Chargeable Account

- 5.6** For the period to 31 August 2010, the chargeable account shows a surplus of £35,779 against a profiled budgeted surplus of £54,470.
- 5.7** The income is indicating a reduction of £15,309, with an overspend on expenditure of £3,382 in the area of supplies and services and employee costs with premises indicating a slight saving.

## Non Chargeable Account

- 5.8** For the period to 31 August 2010, the non-chargeable account shows a surplus of £15,574 against a profiled budgeted deficit of £8,690.
- 5.9** The improvement in the non-chargeable area is that income is up by £8,816 with an overall overspend of £1,932.

## **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 31 August 2010 is due to the continuing uncertainty within the construction industry. However, it is anticipated that confidence will increase in 2010/11.

## **9.0 CONCLUSION**

- 9.1** For the period 1 April 2010 to 31 August 2010, the revenue account for the North Yorkshire Building Control Partnership is showing a surplus of £51,353.
- 9.2** The financial position of the Partnership will require close monitoring during the remainder of 2010/11.

### **OFFICER CONTACT:**

Please contact Les Chapman, Head of Building Control on 01347 825760 or email [les.chapman@nybcp.org](mailto: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](mailto:mandy.burchell@ryedale.gov.uk) if you require any further information on the contents of this report.

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## Ryedale District Council

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**REPORT TO:** North Yorkshire Building Control Partnership Board  
**DATE:** 29 September 2010  
**REPORTING OFFICER:** Maria Podgorski, Senior Administration Officer  
**SUBJECT:** Street Naming and Numbering – Proposed Charges

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### **1.0 PURPOSE OF REPORT**

- 1.1** To set out a proposed range of charges to be introduced for the function of Street Naming and Numbering. To take effect from 1 October 2010.

### **2.0 RECOMMENDATIONS**

- 2.1** That from 1 October 2010 charges be introduced for the function of Street Naming and Numbering in accordance with the details set out in paragraphs 5.2.1 to 5.2.4 of this report.

### **3.0 BACKGROUND**

- 3.1** Street naming and numbering is a function carried out by the Partnership, on behalf of Scarborough Borough Council, in relation to all new developments and those circumstances where householders seek to re-name/number their property. When a new development is built, the Partnership liaises with various bodies to agree a naming/numbering convention. Once agreed this is advised to the emergency services, utility companies, land registry and a number of other organisations.
- 3.2** In addition to the above the Partnership answers, on behalf of Scarborough Borough Council, a large number of requests for 'address confirmation'. This function, in the other Partner Councils, is undertaken by the Gazetteer Management Section.

## **4.0 POLICY CONTEXT**

- 4.1** This Report impacts on the Partnership's values relating to delivering a competitive, high quality, dynamic, professional service and excellence in client services.

## **5.0 REPORT**

- 5.1** For charging purposes, it is proposed to introduce a hierarchy of four categories of development:

**5.1.1** Large scale development involving new streets

**5.1.2** Smaller single/infill development

**5.1.3** Re-naming existing properties

**5.1.4** Providing clarification of an existing address

- 5.2** Following a comparative exercise with Hambleton District Council, who themselves did a comparison exercise with eight other local authorities, it is proposed to introduce the following level of charges:

**5.2.1** Large developments: £170 for 10 properties or less plus £20 for each additional house

**5.2.2** Smaller scale developments: £65.00 per plot

**5.2.3** Re-naming £25.00 per plot

**5.2.4** Address confirmation £20.00 per plot

## **6.0 FINANCIAL IMPLICATIONS**

- 6.1** It is estimated that should this charge have been in place for the year 2008 to 2009 the Partnership would have realised income of approximately £28,905 for dealing with 295 enquiries. Note: the estimate was made from information provided on the IDOX uniform system. For further clarification a conversion of a building to 12 flats or the construction of 12 new flats would have been classed as a large scale development plus 2 additional units.

- 6.2** It is estimated that for the year 2009 to 2010 the income realised would have been approximately £12,000 for 184 enquiries.

- 6.3** Agreeing these charges will improve the financial position of the Partnership, by contributing towards the funding of the post that is based at the Scarborough office.

## **7.0 LEGAL IMPLICATIONS**

**7.1** Each Council has a statutory obligation to undertake Street Naming and Numbering. Confirmation of address information does not fall within the statutory function. To enable the Partnership to charge for undertaking this work in accordance with Financial Standing Orders Members' approval is sought.

## **8.0 RISK ASSESSMENT**

**8.1** There are no perceived risks in introducing these charges which are common across other local authorities.

## **9.0 CONCLUSION**

**9.1** To ensure the partnership continues to deliver a cost-effective and efficient service it is essential to recover all legitimate costs.

**Background Papers: None**

### **OFFICER CONTACT:**

Please contact Maria Podgorski, Senior Administration Officer, if you require any further information on the contents of this report. The officer can be contacted on 01347 825750, or at [maria.podgorski@nybcp.org](mailto:maria.podgorski@nybcp.org).

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Agenda Item:



## Ryedale District Council

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**REPORT TO:** North Yorkshire Building Control Partnership Board

**DATE:** 29 September 2010

**REPORTING OFFICER:** Maria Podgorski, Senior Administration Officer

**SUBJECT:** Demolition Notifications – Proposed Charges

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### **1.0 PURPOSE OF REPORT**

- 1.1** To set out a proposed charge to be introduced for the serving of a Section 81 Notice in relation to the demolition or part demolition of a building. To take effect from 1 October 2010.

### **2.0 RECOMMENDATIONS**

- 2.1** That from 1 October 2010 a charge of £240.00 be introduced for serving a Section 81 notice in relation to the demolition or part demolition of a building and associated site inspections.

### **3.0 BACKGROUND**

- 3.1** Any person wishing to demolish a building, or part of, that is over 50 cubic metres must give notice to the local authority under Section 80 of the Building Act.
- 3.2** Serving of a Section 81 Notice (Demolition) is a function carried out by the Partnership, on behalf of Hambleton, Richmondshire, Scarborough and Selby Councils.
- 3.3** In addition to the administering and serving of the notice site inspections are carried out to ensure schedule requirements are adhered to. The cost of undertaking this work in the past has been absorbed within the partnerships budget, however, with the changes to the financial regulations and the requirement to recover legitimate costs it is necessary to set a charge.
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**NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP**

29 September 2010

## **4.0 POLICY CONTEXT**

**4.1** This Report impacts on a number of the Partnership's objectives and values as outlined in the Business Plan relating to delivering a competitive, high quality, dynamic, professional service and excellence in client services.

## **5.0 REPORT**

**5.1** The partnership has reviewed the scheme of charges applied in other local authority areas which include Barnsley, Doncaster, Havering, Reading, Spelthorpe, Surrey and West Berkshire. These range from £54.00 to £300.00.

**5.2** The charge the partnership is proposing is £240.00 based on the time associated with carrying out the function.

## **6.0 FINANCIAL IMPLICATIONS**

**6.1** It is estimated that should this charge have been in place for the year 2009 to 2010 the Partnership would have realised income of approximately £9920 plus VAT for 40 notifications (excluding Richmondshire and Ryedale).

**6.2** Agreeing these charges will improve the financial position of the Partnership.

## **7.0 LEGAL IMPLICATIONS**

**7.1** It is a legal requirement of The Building Act 1984 Section 80 that no one can start demolition work unless the local authority has been notified.

**7.2** The notice served by the local authority must be issued within 'the relevant period'. Where a person proposing demolition has served notice upon the local authority under Section 80, the period is six weeks.

**7.3** To enable the Partnership to charge for this work and to comply with Financial Standing Orders Members' approval is required.

## **8.0 RISK ASSESSMENT**

8.1 There are no perceived risks in introducing these charges which are common across other local authorities.

## 9.0 CONCLUSION

9.1 To ensure the partnership continues to deliver a cost-effective and efficient service it is essential to recover all legitimate costs.

**Background Papers: None**

### **OFFICER CONTACT:**

Please contact Maria Podgorski, Senior Administration Officer, if you require any further information on the contents of this report. The officer can be contacted on 01347 825750, or at [maria.podgorski@nybcp.org](mailto:maria.podgorski@nybcp.org).

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Agenda Item:



## Ryedale District Council

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**REPORT TO:** North Yorkshire Building Control Partnership Board  
**DATE:** 29 September 2010  
**REPORTING OFFICER:** Maria Podgorski, Senior Administration Officer  
**SUBJECT:** Development Enquiry – Proposed Charges

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### **1.0 PURPOSE OF REPORT**

- 1.1** To establish a charge for responding as to whether building regulations approval is required for development enquiries.

### **2.0 RECOMMENDATIONS**

- 2.1** That from 1 October 2010 a charge of £20.00 be introduced for a written response to a development enquiry that is made directly to the partnership in relation to the building regulations.
- 2.2** That from 1 October 2010 negotiations to be entered into with Development Management Departments, to provide a joint response for both planning and building control information and that the partnership receives a payment of £10 per enquiry for its contribution of information to enable Development Management to formulate a joint response.

### **3.0 BACKGROUND**

- 3.1** It has been general practice, amongst local authorities, to advise members of the public as to whether they require planning permission, listed building consent or building regulations on development enquiries submitted either by letter or on a form that has been specifically designed to cater for such a query.
- 3.2** Enquiries are usually logged on the Uniform system and a response generated in the form of a formal letter. Members of the public are advised to keep the letter in the event of the sale of their property.

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**NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP**

29 September 2010

- 3.3** Over the last couple of years there has been an increase in the number of authorities who charge for this service. Within the Partnership area there are several different ways of dealing with these:-
- 3.3.1** Hambleton – Development Management consult with Building Control as to whether Building Regulations Approval is required and respond on behalf of both functions with a charge applied. Building Control receive no income for this.
- 3.3.2** Richmondshire – Development Management consult with Building Control as to whether Building Regulations Approval is required and respond on both functions with no charge applied. It is felt that due to joint working with Hambleton that a charge may be applied in the future.
- 3.3.3** Ryedale - Development Management consult with Building Control as to whether Building Regulations Approval is required and respond on behalf of both functions with a charge applied. Building Control receive no income for this.
- 3.3.4** Scarborough - Development Management consult with Building Control as to whether Building Regulations Approval is required and respond on both functions with no charge applied.
- 3.3.5** Selby – recently ceased their agreement with Building Control to undertake a joint response. Development Management now deal with their enquiries at the Customer First Centre, where a planner is on duty to answer queries in person, with no reference to Building Control. No charge is made for this service. Should a member of the public contact Building Control a verbal or written response is provided.

#### **4.0 POLICY CONTEXT**

- 4.1** This Report impacts on the Partnership's values, competitive high quality, dynamic professional services' and excellence in client services.

#### **5.0 REPORT**

- 5.1** For charging purposes it is proposed to introduce a fee of £20 plus VAT to cover the cost of administering this function where there is no liaison between Development Management and Building Control.
- 5.2** For charging purposes it is proposed that a fee of £10 be added to the planning charge for work undertaken by Building Control to enable a joint response and that the Director responsible for Building Control seek relevant authorisation from their local authority to achieve this.

## **6.0 FINANCIAL IMPLICATIONS**

- 6.1** It is estimated that should this charge have been in place for the year 2009 to 2010 with a joint response for both Development Management and Building Control in place the Partnership could have realised income of:-

Hambleton – approximately 520 (RDE) applications logged on the planning system x £10 = £5,200

Richmondshire – approximately 133 (ENQ) applications logged on the planning system x £10 = £1,330

Ryedale – approximately 172 applications (EX) logged on the building control system x £10.00 = £1,720

Scarborough 1258 (PE and PD) applications logged on the planning system x £10.00 = £12,580

Selby – approximately 436 applications (PD) logged on the planning system = £4,360

- 6.2** It is important to note that if the development enquiry process is not undertaken as a joint venture between Development Management and Building Control the potential income for Building Control will be reduced, due to the general lack of public knowledge regarding the need for Building Control as opposed to Planning.

- 6.3** Agreeing these charges will improve the cost effectiveness of the partnership.

## **7.0 LEGAL IMPLICATIONS**

- 7.1** Members approval required to comply with Financial Standing Orders for Fees and Charges.

## **8.0 RISK ASSESSMENT**

- 8.1** There are no perceived risks in introducing these charges which are common across other local authorities as specified above.

## **9.0 CONCLUSION**

- 9.1** It is essential that the partnership continues to deliver a consistent and cost-effective service across all of its partner areas and where possible this consistency should be applied when undertaking joint services with other departments.

- 9.2** Should negotiations with the Development Management Departments be successful the joint approach will enhance the customers experience as they will be able to obtain development enquiry information through one form of communication rather than two.

**Background Papers: None**

**OFFICER CONTACT:**

Please contact Maria Podgorski, Senior Administration Officer, if you require any further information on the contents of this report. The officer can be contacted on 01347 825750, or at [maria.podgorski@nybcp.org](mailto:maria.podgorski@nybcp.org).



## Ryedale District Council

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**REPORT TO:** North Yorkshire Building Control Partnership

**DATE:** 29 September 2010

**REPORTING OFFICER:** Les Chapman  
Head of Building Control

**SUBJECT:** Proposed Budget 2010/11

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### **1.0 PURPOSE OF REPORT**

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

### **2.0 RECOMMENDATIONS**

**2.1** It is recommended: -

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

**2.1.2** That the draft budget as set out in Annex A be adopted for the financial year 2011/12.

### **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 revised budget for 2010/11 was submitted to the Board for approval on 24 March 2010 as a result of the

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**NORTH YORKSHIRE BUILDING CONTROL  
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enlargement of the Partnership by the inclusion of Richmondshire District Council.

- 4.2** Due to the implementation of a new charging regime with effect from 1 October 2010 and the reduction in staffing levels it is appropriate to bring forward a further revised budget for 2010/11 whilst at the same time setting a budget for the next financial year.

## **5.0 LEGAL IMPLICATIONS**

- 5.1** To operate a financial trading account meeting with CIPFA requirements and taking into account the new Building (Local Authority Charges) Regulations 2010.

## **6.0 FINANCIAL IMPLICATIONS**

- 6.1** The revised budget shows a reduction of £13,010 on the reserve balance from that approved of £40,000 with an estimated £109,760 surplus for 2011/12 leaving the legal minimum reserve of £10,000. If approval is given for this reduction the outstanding debts owed to the four councils prior to enlargement in April of this year will be almost fully repaid leaving a deficit of approximately £1,961 to be refunded in the following financial year. From there on reserves will be build up to the £150,000 threshold in accordance with the legal agreement.

## **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 introduction of a new charging regime prudent estimates have been taken including the impact of the revised charging scheme to include street naming and numbering, demolitions, etc. 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

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

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

	2008/2009 Actual £	2009/2010 Actual £	2010/2011 Approved Budget £	2010/2011 Revised Budget £	Draft 2011/2012 Budget £	Draft 2012/2013 Budget £	Draft 2013/2014 Budget £
<b>REVENUE ACCOUNT</b>							
<b>CHARGEABLE ACCOUNT</b>							
<b>INCOME</b>	1,153,211	1,059,209	1,235,220	1,172,900	1,218,270	1,229,340	1,254,640
<b>EXPENDITURE</b>							
Employees	1,016,108	879,584	959,730	924,730	888,910	898,760	941,780
Premises	43,658	44,630	49,600	47,440	49,820	52,310	54,920
Supplies & Services	84,449	86,053	128,350	127,100	136,500	139,470	142,000
Central Departmental Support	61,572	52,406	57,540	57,540	59,260	61,040	62,880
<b>Gross Expenditure</b>	<b>1,205,787</b>	<b>1,062,673</b>	<b>1,195,220</b>	<b>1,156,810</b>	<b>1,134,490</b>	<b>1,151,580</b>	<b>1,201,580</b>
<b>CHARGEABLE SURPLUS/(DEFICIT)</b>	<b>(52,576)</b>	<b>(3,464)</b>	<b>40,000</b>	<b>16,090</b>	<b>83,780</b>	<b>77,760</b>	<b>53,060</b>
<b>NON CHARGEABLE ACCOUNT</b>							
<b>INCOME</b>	181,773	221,754	218,850	220,110	224,250	225,840	230,130
<b>EXPENDITURE</b>							
Employees	190,586	166,234	181,850	175,190	168,170	169,730	177,920
Premises	4,851	4,959	6,030	5,980	6,290	6,610	6,940
Supplies & Services	7,892	16,131	9,320	8,180	8,800	9,040	9,270
Central Departmental Support	11,728	9,982	11,660	11,660	12,000	12,360	12,720
<b>Gross Expenditure</b>	<b>215,057</b>	<b>197,306</b>	<b>208,860</b>	<b>201,010</b>	<b>195,260</b>	<b>197,740</b>	<b>206,850</b>
<b>NON CHARGEABLE SURPLUS/(DEFICIT)</b>	<b>(33,284)</b>	<b>24,448</b>	<b>9,990</b>	<b>19,100</b>	<b>28,990</b>	<b>28,100</b>	<b>23,280</b>
<b>REVENUE ACCOUNT SURPLUS/(DEFICIT)</b>	<b>(85,860)</b>	<b>20,984</b>	<b>49,990</b>	<b>35,190</b>	<b>112,770</b>	<b>105,860</b>	<b>76,340</b>
<b>RESERVE ACCOUNT</b>							
<b>BALANCE AS AT 1 APRIL</b>	5,000	10,000	10,000	26,990	10,000	78,899	
Partner Joining Fee	30,000		30,000				
Revenue Account Surplus/(Deficit)	(85,860)	20,984	35,190	112,770	105,860	76,340	
Redundancy Costs		(71,845)	(48,200)	(10,000)			
<b>BALANCE AS AT 31 MARCH</b>	<b>(50,860)</b>	<b>(40,861)</b>	<b>26,990</b>	<b>129,760</b>	<b>115,860</b>	<b>155,239</b>	
Contribution to IT Reserve				(10,000)	(35,000)		
Contribution from/(to) Partners	60,860	50,861		(109,760)	(1,961)	(5,239)	
<b>REVISED BALANCE AS AT 31 MARCH</b>	<b>10,000</b>	<b>10,000</b>	<b>26,990</b>	<b>10,000</b>	<b>78,899</b>	<b>150,000</b>	
 Cumulative Contribution from/(to) Partners	 60,860	 111,721	 111,721	 1,961	 0	 (5,239)	

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Agenda Item:



## Ryedale District Council

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**REPORT TO:** North Yorkshire Building Control Partnership Board

**DATE:** 29 September 2010

**REPORTING OFFICER:** Les Chapman  
Head of Building Control

**SUBJECT:** Proposed Increase in Charges

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### 1.0 PURPOSE OF REPORT

- 1.1 To approve a revision to the Building Regulation Charges scheme for the Building Control Partnership from 1 October 2010.

### 2.0 RECOMMENDATIONS

The scale of charges as set out in Annex 1 is adopted with effect from 1 October 2010.

### 3.0 REPORT

- 3.1 Members will be aware that a new scheme of charges was published in March 2010 to become operative from 1 April 2010. However, within the Regulations a six month lead-in period was granted to enable local authorities to review and amend their current charging regime in accordance with new CIPFA guidance and The Building (Local Authority Charges) Regulations 2010.
- 3.2 The new charging regime as set out in Annex 1 has to be based on an hourly charge to recover costs of the chargeable service. Any surpluses or deficits within the chargeable area of operations are to be held within a reserve. It is important to note that the Partnership should not build up excessive reserves and where these are foreseen the charging scheme should be amended accordingly. If a deficit occurs actions need to be taken to bring the budget back into line and to a "break even" point within an agreed time period. Due to operational needs of the Partnership it is viewed that the break even position is when the Partnership has
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**NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP**

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£150,000 in its reserves in accordance with the Partnership's legal agreement. This level of reserve will facilitate the Partnership's operational requirements as it is not practical to request capital expenditure from each of the Partners as and when required or to request monies to maintain the agreed level of operational reserve.

**3.3** The scheme of charges as set out in Annex 1 has been established using the hourly rate times number of inspections and hours taken plan checking. Annex 2 shows the current scheme of charges. Should an applicant agree to pay the inspection charge at the same time as paying the deposit charge on a full plans application a 5% discount has been introduced as the costs associated with the application are reduced as there is no need for invoicing and debt recovery. These savings can be passed on to the applicant. This hopefully will encourage more people to submit full plans applications.

**3.4** Schedule 1. The proposed new charge scheme has reduced the number of dwellings from 20 to 5 with a fixed cost per dwelling thereafter. There are potentially further discounts available to applicants with schemes in excess of 5 where there are similar house types etc.

Schedule 2. The current scheme of extensions with floor areas up to 10, 40, and 60 square metres has been revised on the basis of two types of extension under 60 square metres, single storey and two storey. This is based on the amount of time taken plan checking and the number of inspections required for the different types of development. Likewise, for extensions of either type in excess of 60 square metres an additional inspection and plan checking will be required. Within Schedule 2 it is proposed to introduce a standard fee for barn conversions for both single and two storey conversions where previously the fee was based on estimated cost of work. It is anticipated that this will simplify the process for applicants and agents. It is also proposed to introduce a standard rate for re-roofing of existing domestic properties and to standardise window replacements, alternative energy supplies and electrical installations where we undertake the inspections.

Schedule 3 This is based on the current £0 to £50,000 category and based on the estimated amount of time to be spent on each chargeable category. The first charge £0 to £1,000 has been increased by £60 with the £2,000 to £5,000 decreasing by £9.00. Subsequent categories vary slightly. Building costs in excess of £50,000 will require a charge to be built up based on the estimated hours taken to check and inspect the work, times the hourly charge.

## **4.0 POLICY CONTEXT**

**4.1** This budget will have an effect delivery and implementation of the North Yorkshire Building Control Partnership's Business Plan.

## **5 FINANCIAL IMPLICATIONS**

- 5.1** It is anticipated that by adopting these revised charges the overall impact on the agreed budget will not significantly change from that approved on 1 April 2010 and revised on the 29 September 2010.

## **6 LEGAL IMPLICATIONS**

- 6.1** The Board is required to publish a revised scheme of Building Control Charges by 1 October 2010.

## **7.0 RISK ASSESSMENT**

- 7.1** By not adopting the revised scheme of charges for implementation on 1 October the Partnership cannot charge for building control work from this date which will have a significant impact on the approved budget.

## **8.0 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 January and March 2010.

### **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](mailto:les.chapman@nybcp.org).

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## NORTH YORKSHIRE BUILDING CONTROL

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

### GUIDANCE NOTE ON CHARGES

The Building Act 1984  
The Building (L A Charges)  
Regulations 2010  
Operative 1 October 2010 -  
31 December 2010

#### Explanatory Notes

Before you build, extend or convert your property, 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 or number of storeys. 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 50%.

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 Building Control on 01347 822703 who will provide you with a quotation.

**Schedule 1** Charges for small domestic buildings eg new dwelling houses and flats. Applicable where the total internal floor area of each dwelling, excluding any garage or carport does not exceed 300m<sup>2</sup> 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 of single / two or more storey extensions, domestic garages, loft conversions, re-roofing, replacement windows and electrical installations.

**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 (9)(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. A charge will be required for this work (see Page 3 (9a)). **Note** - 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.

### Schedule 1: Charges for small domestic buildings

Number of Dwellings	FULL PLANS SUBMISSIONS						BUILDING NOTICES	
	Plan Charge		Inspection Charge		5% Discount when full charge paid on deposit		Building Notice Charge	
	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT
1	192.00	225.60	324.00	380.70	490.21	576.00	516.00	606.30
2	240.00	282.00	482.40	566.92	686.28	806.38	722.40	848.82
3	288.00	338.40	651.12	765.07	892.16	1,048.29	939.12	1,103.47
4	336.00	394.80	837.90	984.53	1,115.20	1,310.36	1,173.90	1,379.33
5	384.00	451.20	1,024.68	1,204.00	1,338.25	1,572.44	1,408.68	1,655.20
	For each dwelling in excess of 5 add £35.20 excluding VAT		For dwelling in excess of 5 add £140.80 excluding VAT		For dwellings in excess of 5 add £167.20 excluding VAT and inc 5% discount		For dwellings in excess of 5 add £176.00 excluding 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

Type of Work	FULL PLANS SUBMISSIONS						BUILDING NOTICES	
	Plan Charge		Inspection Charge		5% Discount when full charge paid on deposit		Building Notice Charge	
	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total 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 60m <sup>2</sup> in total and intended to be used in common with an existing building, and which is not an exempt building.	273.60 inc 5% discount	321.48 inc 5% discount	included in plan charge	included in plan charge	—	—	288.00	338.40
2) Single storey extension with a floor area not exceeding 60m <sup>2</sup>	364.80 inc 5% discount	428.64 inc 5% discount	included in plan charge	included in plan charge	—	—	384.00	451.20
3) Two or more storey extension to a dwelling with a floor area not exceeding 60m.	168.00	197.40	252.00	296.10	399.00	468.83	420.00	493.50
4) Any extension to a dwelling the total floor area of which exceeds 60m .	182.40	214.32	273.60	321.48	433.20	509.10	456.00	535.80

## Schedule 2: Charges for certain small buildings and extensions

Type of Work	FULL PLANS SUBMISSIONS						BUILDING NOTICES	
	Plan Charge		Inspection Charge		5% Discount when full charge paid on deposit		Building Notice Charge	
	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT
5) Any extension or alteration of an existing dwelling consisting of the provision of one or more rooms in the roof space, including means of escape.	144.00	169.20	216.00	253.80	342.00	401.85	360.00	423.00
6) Single storey domestic barn conversion to residential accommodation.	235.20	276.36	352.80	414.54	558.60	656.36	588.00	690.90
7) Two storey domestic barn conversion to residential accommodation	259.20	304.56	388.80	456.84	615.60	723.33	648.00	761.40
8) Replacement Windows - Installation of one or more windows or doors							84.00	98.70
9) Re-roofing domestic dwelling (leaving existing timber structure)							84.00	98.70
10) Electrical Installations -								
a) Where the installer is not a member of the 'Competent Persons Scheme' or a Registered Electrician.							278.00	326.65
b) Where the work applies ONLY to an electrical installation and the installer is a Registered Electrician who can sign a BS7671 Certificate.							84.00	98.70
11) Alternative Energy Sources (small scale solar panels, heat pumps, wind generators etc)							84.00	98.70

**NOTE: A 5% discount is applicable on full plans applications if the plan and inspection charges are made at the time of deposit of the application.**

### 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.

### Schedule 3: FEES FOR OTHER WORK

Estimated cost of work

£	FULL PLANS SUBMISSION						BUILDING NOTICE	
	Plan Fee		Inspection Fee		5% Discount when full charge paid on deposit		Building Notice Charge	
	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT
0 – 1,000	114.00	<b>133.95</b>	inc 5%	discount			120.00	<b>141.00</b>
2001 – 5,000	148.20	<b>174.14</b>	inc 5%	discount			156.00	<b>183.30</b>
5001 – 10,000	96.00	<b>112.80</b>	108.00	<b>126.90</b>	193.80	<b>227.72</b>	204.00	<b>239.70</b>
10,001 – 20,000	96.00	<b>112.80</b>	216.00	<b>253.80</b>	296.40	<b>348.27</b>	312.00	<b>366.60</b>
20,001 – 30,000	144.00	<b>169.20</b>	252.00	<b>296.10</b>	376.20	<b>442.04</b>	396.00	<b>465.30</b>
30,001 – 40,000	192.00	<b>225.60</b>	288.00	<b>338.40</b>	456.00	<b>535.80</b>	480.00	<b>564.00</b>
40,001 – 50,000	192.00	<b>225.60</b>	360.00	<b>430.00</b>	524.40	<b>616.12</b>	552.00	<b>648.60</b>

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

Where an applicant / agent wishes to deposit a full plans application in either Schedule 1, 2 or 3 (estimated cost up to £50,000) a 5% discount can be applied if both plan and inspection charge are paid at the time of deposit. For works over £50,000 discounts will be by negotiation.

#### Footnotes

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 submission and discounts have been applied. For projects over £5,000 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

The Building Act 1984  
The Building (L A Charges)  
Regulations 1998  
Operative 1 April 2010

### 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 300m<sup>2</sup> 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 60m<sup>2</sup> 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

	FULL PLANS SUBMISSIONS						BUILDING NOTICES		
Number of Dwellings	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 <sup>2</sup> 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 <sup>2</sup> but does not exceed 60m <sup>2</sup> 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 <sup>2</sup> floor area of which does not exceed 10m 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 <sup>2</sup> but does not exceed 40m <sup>2</sup> including means of access and work in connection with that extension.	195.75	230.00	198.29	233.00	394.04	463.00
5) Any extension of a dwelling the total floor area of which exceeds 40m <sup>2</sup> but does not exceed 60m <sup>2</sup> including means of access and work in connection with that extension.	195.75	230.00	317.45	373.00	513.19	603.00
6) Any extension of a dwelling the total floor area of which exceeds 60m <sup>2</sup> including means of access and work in connection with that extension	195.75	230.00	360.00	423.00	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.	195.75	230.00	198.29	233.00	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	<b>129.25</b>	—	—	—	110.00	19.25	<b>129.25</b>
2001 – 5000	165	28.88	<b>193.88</b>	—	—	—	165.00	28.88	<b>193.88</b>
5001 – 10,000	52.50	9.19	<b>61.69</b>	157.50	27.56	<b>185.06</b>	210.00	36.75	<b>246.75</b>
10,001 – 15,000	63.75	11.16	<b>74.91</b>	191.25	33.47	<b>224.72</b>	255.00	44.63	<b>299.63</b>
15,001 – 20,000	75.00	13.13	<b>88.13</b>	225.00	39.38	<b>264.38</b>	300.00	52.50	<b>352.50</b>
20,001 – 25,000	85.00	14.88	<b>99.88</b>	255.00	44.63	<b>299.63</b>	340.00	59.50	<b>399.50</b>
25,001 – 30,000	95.00	16.63	<b>111.63</b>	285.00	49.87	<b>334.87</b>	380.00	66.50	<b>446.50</b>
30,001 – 35,000	105.00	18.38	<b>123.38</b>	315.00	55.12	<b>370.13</b>	420.00	73.50	<b>493.50</b>
35,001 – 40,000	115.00	20.13	<b>135.13</b>	345.00	60.37	<b>405.38</b>	460.00	80.50	<b>540.50</b>
40,001 – 45,000	125.00	21.88	<b>146.87</b>	375.00	65.62	<b>440.63</b>	500.00	87.50	<b>587.50</b>
45,001 – 50,000	135.00	23.63	<b>158.63</b>	405.00	70.87	<b>475.88</b>	540.00	94.50	<b>634.50</b>

**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 30m<sup>2</sup> 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.

Agenda Item:



## Ryedale District Council

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**REPORT TO:** North Yorkshire Building Control Partnership Board

**DATE:** 29 September 2010

**REPORTING OFFICER:** Les Chapman  
Head of Building Control

**SUBJECT:** Performance 1 April 2009 – 31 August 2010

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### 1.0 PURPOSE OF REPORT

- 1.1 To receive a report on the Building Control Partnership's operational performance from 1 April 2010 to 31 August 2010.

### 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.

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**NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP**

29 September 2010

## **5.0 REPORT**

### **5.1 Performance**

**5.2** Set out in Appendix 1 is the Covalent performance report from 1 April 2010 to 31 August 2010.

**5.3** Over the past 5 months the Partnership has seen a reduction in performance across a number of areas. The main areas are:

- BC1 Check plans within 10 working days. For the first time in several years the target has not been met, this is mainly due to staff levels and holidays. Changes to site areas should make available additional staff for checking.
- BC3 Plans over statutory time period. There has been an increase in the number of plan exceeding the statutory time period, with an increasing number in the last two months due to staffing levels and holiday periods.
- BC4 Applications approved first time. Again due to staffing levels it has not been possible to contact agents and chase up amendments resulting in the application having to be rejected.

**5.4** Resulting from the recent redundancies it has been necessary to re-organise site inspection areas, reducing these from 12 to 11. These changes will become operational on the 4<sup>th</sup> October 2010. These changes will provide an additional officer for plan checking duties and also provide area relief as and when required.

## **6.0 TRAINING**

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

**6.2** All Building Control officers have attended seminars on changes to the regulations relating to Parts F (ventilation) L (thermal) and J (combustion appliances); senior staff have attended a seminar on changes to the Charge Regulations.

## **7.0 LEGAL IMPLICATIONS**

**7.1** There are no legal implications.

## **8.0 RISK ASSESSMENT**

- 8.1** By not monitoring its performance against the Business Plan and corporate objectives the Partnership risks service failure and not meeting the expectations of customers and partner authorities.

## **9.0 CONCLUSION**

- 9.1** 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](mailto:les.chapman@nybcp.org)

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# Building Control PIs August - 2010-11

**Report Type:** PIs Report  
**Generated on:** 20 September 2010

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

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Code	Short Name	2009/10	Q1 2010/11	July 2010	August 2010	Current Target	Long Term Trend Arrow	Short Term Trend Arrow	Traffic Light Icon	Note
		Value	Value	Value	Value					
BC 1	Check full plan applications within 14 days (Bldg Control)	97%	95%	88%	73%	90%				
BC 2	% of Building Notices accepted in 2 working days (was LPI 47)	97%	97%	91%	100%	93%				
BC 3	% Full Plans approved within statutory time period 2 months - Building Control (was LPI 46)	99.2%	99.2%	100.0%	98.0%	100.0%				
BC 4	Full Plans applications approved first time.	93%	95%	97%	85%	90%				
BC 6	Completion Certifications issued within 5 days of notified satisfactory inspection	86%	80%	94%	84%	80%				
BC 7	An average of 7 inspections undertaken per development.	8.4	Not measured for Quarters	Not measured for Months		7.0				
BC 8	Dangerous structures inspected within 2 hours.	85%	Not measured for Quarters	Not measured for Months		82%				

Agenda Item 14

PI Code	Short Name	2009/10	Q1 2010/11	July 2010	August 2010	Current Target	Long Term Trend Arrow	Short Term Trend Arrow	Traffic Light Icon	Note
		Value	Value	Value	Value					
BC 9	Response Rate to complaints in accordance with the Partnership's Complaints Procedure	100%	100%	100%	100%	95%				
BC 10	Fire Authority Satisfaction	100%	100%	Not measured for Months		80%				
BC 13	No. of hours CPD Training by professional staff every year (Annual Target 35hrs)	36.50hrs	9.00hrs	Not measured for Months						

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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